

## Job Description

<b>Job Title:</b>	<b>Group Facilitator</b>
<b>Position Type / Status :</b>	Part Time
<b>Hours:</b>	Flexible Hours ( <i>Day, Evening &amp; Weekends</i> )
<b>Location:</b>	Doral, North Dade, South Dade and 1901
<b>Reports To:</b>	ACTT/DUI Program Manager

### **Advocate Program, Inc. Overview**

Advocate Program, Inc. is a multi-faceted community agency whose missions is to facilitate social change and enhance public safety through leadership, research, education, supervision, and services, utilizing best and evidence-based practices.

The Advocate Program, Inc. is a private not-for-profit agency offering structured probation, traditional probation, diversion and community service programs to the Courts of the Eleventh Judicial Circuit (Miami-Dade County, Florida), both adult and juvenile. Additionally the Program operates a Licensed D.U.I. School.

### **Job Purpose:**

To provide psycho-educational services in accordance with the mission statement of the Advocate Program and which will aid the clients in identifying dynamics that will assist them in achieving a pro-social attitude.

### **Skills / Qualifications:**

- Bachelor's degree in Social Science, Criminal Justice, Liberal Arts or related field.
- Excellent verbal and communication skills.
- Familiarity with issues of substance abuse, mental health, criminogenic needs
- Familiar with the implementation of established CBT curriculums
- Familiar with the implementation of Psycho-educational groups in various topics
- Familiar with Group Dynamics and process.

### **Responsibilities:**

- Work with established curriculum for various groups and training as needed.
- Facilitate groups per schedule.

Other duties assigned by supervisor.

**Job Description**

*I acknowledge receipt of this job description, and understand I am responsible for understanding its contents, and to ask for clarification if I have any questions. I further understand this description is intended to describe the essential job functions and qualifications for this position. It is not an exhaustive list of all duties, responsibilities and requirements of a person so classified. Other functions may be assigned and management retains the right to add or change the duties at any time. I also understand that no employee shall interact with clients on a personal, financial, business, social or sexual basis. Such activity may result in disciplinary action up to and including immediate termination of employment.*

Employee Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_