



## **Delores Barr Weaver Policy Center Position Description**

### **Position Title: Groups Facilitator**

*To apply, send resume and cover letter to [careers@seethegirl.org](mailto:careers@seethegirl.org), with subject line "Groups Facilitator."*

#### Purpose of Position

The purpose of this position is to facilitate quality girl-centered group experiences for girls, young women, and individuals who identify as girls/young women, who are involved the juvenile justice system or are at risk of future involvement in the juvenile justice system.

#### Essential Functions

- Provide Policy Center psychoeducational groups within the community and lock up facilities
- Guide volunteer interns in their capacity as group co-facilitators
- Prepare lesson plans and materials for groups
- Complete timely documentation of group sessions
- Participate in DBWPC and Programming Team staff meetings and decision-making processes
- Participate in supervision

#### Secondary Functions

- Review and update SAVVY Sister Manual and diversion class curriculum as needed
- Provide assistance and support for other Girl Matters: Continuity of Care Model Program components, as needed and appropriate

#### Required Knowledge, Skills, and Abilities

##### Organizational:

- Understanding of Girl-Centered Principles – Understands girl-centered principles and is willing to grow in knowledge of these principles
- Growth-Mindset – Receptive to feedback, willing to learn, embraces continuous improvement
- Solution-Oriented – Brings possible solutions when presenting obstacles or challenges to supervisor
- Collaborative – Seeks input and buy-in from girls, teammates, and external partners as appropriate

##### Individual:

- Experience facilitating therapeutic and/or programmatic groups
- Knowledge of resources available to girls and families in Duval, Clay, Nassau, St. Johns, and Baker counties

### Supervisory Responsibility

This position will be responsible for overseeing participation of volunteer interns in group facilitation.

### Work Environment/Physical Demands

This position operates in multiple environments, including professional offices, locked detention facilities, schools, and community sites with varied levels of accessibility. This role routinely uses standard office equipment such as computers and phones and transports supplies such as books, art materials, and food.

### Position Type/Expected Hours of Work

This is a part-time position. Work hours will vary based on group schedule. Saturday work hours will be required every-other week during the school year.

### Travel

This position requires regular travel throughout Jacksonville and surrounding counties, and occasional travel throughout the state of Florida.

### Required Education and Experience

- Bachelor's Degree in Social Work, Psychology, Education, or related field
- 3 years' related work experience

Individuals with an equivalent combination of education and experience may be considered for the position.

### Preferred Education and Experience

- Master Degree in Social Work, Mental Health Counseling, Marriage & Family Therapy, or related field
- 5 years' related work experience

### Other Duties

This job description is not intended to contain a comprehensive listing of the duties and responsibilities that are required of the employee who fills this position. Duties and responsibilities may be adjusted at any time to best fit the needs of the Policy Center.

### Work Authorization/Screening Requirements

This employer participates in E-Verify. Upon offer and acceptance of employment, DBWPC will provide the federal government with the hired individual's Form I-9 information to confirm that the individual is authorized to work in the U.S.

The employee who fills this position is required to complete fingerprint-based AHCA Clearinghouse background screenings for the Florida Department of Juvenile Justice (Caretaker) and the Florida Department of Children and Families (Mental Health.)

### AAP/EEO Statement

The Delores Barr Weaver Policy Center is committed to building a diverse staff that reflects the populations served by its programs. We strongly encourage applications from qualified individuals of

color and qualified individuals who identify as lesbian, gay, bisexual, transgender, and/or gender non-conforming.

DBWPC, Inc. is an equal opportunity employer and does not discriminate in the terms, conditions, or privileges of employment on account of race, age, color, sex, religion, national origin, gender, sexual orientation, gender identity, gender expression, marital status, age, veteran status, physical or mental disability, or otherwise as may be prohibited by federal and state law. DBWPC, Inc. complies with applicable federal, state, and local laws governing nondiscrimination in employment. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

#### Application Submission

Send resume and cover letter to [careers@seethegirl.org](mailto:careers@seethegirl.org), with subject line "Groups Facilitator."