



REACHING PEOPLE IN NEED

JOB VACANCY

2016

Group Facilitator

Locations: Boroughs of New York City, Nassau County 11550 and Suffolk County 11788

Stoplift and Anger Management Program, located on Long Island and New York City is looking for a part time Group Facilitator. The position is available immediately, Saturdays, 8:45am to 4:00pm. All qualified applicants will be afforded equal opportunities without discrimination because of race, creed, color, national origin, sex, age, disability or marital status. EOE

Candidates are encouraged to view agency Web site at www.eacinc.org

QUALIFICATIONS:

- Bachelor's Degree preferred.
- Minimum of one year relevant work experience required two years preferred.
- Current knowledge of local criminal justice system preferred.
- Bi-lingual (English/Spanish) skills preferred.
- Must be proficient in usage of computer programs necessary to perform job responsibilities.

RESPONSIBILITIES:

- Facilitate a class of first-time offenders charged with shoplifting, assault, harassment and/or similar offenses.
- Complete all necessary paperwork, including attendance sheets, class lists, etc. on day of class.
- Assist Screeners with distribution, collection and alphabetization of client intakes.
- Ensure collection of Program Review and Evaluation forms from all class participants.
- Sign and distribute Certificate of Completion to eligible class participants.
- Complete Program Evaluation Form and return to Program Director after each class.
- Ensure collection and return of all materials/supplies distributed to Program participants and staff.

HOW TO APPLY:

E-mail resume/cover letter to:

employment@eacinc.org