



JOB VACANCY

December 1, 2016

Facilitator

Location: Hempstead NY 11550

EAC Network seeks a Facilitator to work part time for its Nassau Enhanced Employment Initiative program located in Hempstead. The Facilitator is responsible for providing instructional services to clients 2- 5 hours weekly as scheduled in Nassau County. The Facilitator, through group discussion, a structured curriculum, and program material will educate clients being released from prison on how to make the transition into the community, develop skills toward responsible living and motivate behavior change. All qualified applicants will be afforded equal opportunities without discrimination because of race, color, religion, national origin, marital status, sex, age, sexual orientation, gender identity, disability, or protected veteran status. EAC is an EOE.

Candidates are encouraged to view agency Website at www.eac-network.org

QUALIFICATIONS:

- High School/GED required.
- Must be Certified Offender Workforce Development Specialist.
- Experience coordinating, supervising, and conducting groups using a structured curriculum.
- Must be proficient in computer applications or other automated systems such as spreadsheets, Microsoft Office applications, calendar, and email and/or database software necessary to perform work assignments.
- Bilingual capability (English/Spanish) a plus.

RESPONSIBILITIES:

- Schedule participants for group sessions.
- Conduct lectures and groups for offenders.
- Assist in writing individual client assessments and referrals.
- Ensure all necessary paperwork is completed.
- Track the participation of clients.
- Distribute Certificate of Completion to eligible class participants and complete paperwork for clients who fail to cooperate.

HOW TO APPLY:

E-mail resume/cover letter to: employment@eacinc.org