



JOB DESCRIPTION
Adolescent Program Facilitator
May 2023

FLSA Status: Non- Exempt

The mission of Healthy Start is to improve maternal and child health and to reduce poor birth outcomes and infant mortality in Allegheny County.

Background and Purpose

Healthy Start is looking to **quickly** fill this position serving adolescent youth, young adults and young parents throughout Allegheny County through the PREP (Personal Responsibility Education Program). PREP aims to educate young people on both abstinence and contraception to prevent pregnancy and sexually transmitted infections, including HIV/AIDS in school, afterschool and other community program settings. Candidate must embrace the principles of positive youth development and sexual risk avoidance education and be able to travel to sites throughout Allegheny County. Position may evolve, to include mastery and delivery of other youth-focused sexual education, health, or relationship curricula.

Essential Duties and Responsibilities

- Learn and facilitate and maintain fidelity to the PREP Program in accordance with the curriculum— maintaining consistent engagement across in-school, afterschool/summer and virtual settings.
- Provide continuing contact and support to participants.
- Make presentations to school personnel, community groups, parent groups and the business community on the benefits of the PREP Program.
- Maintain healthy and appropriate relationships with program participants focusing on safety, support, interaction, and engagement.
- Ensure accurate and timely implementation of PREP program evaluation, reports and continual quality improvement activities.
- Maintain accurate and up to date enrollment forms, attendance records and service records on all youth.
- Participate in planning for PREP sessions through participation in weekly staff meetings.
- Provide support in achieving goals, empowering the youth/young adults and building their confidence along the way.
- Establish a balance of power that builds mutual respect and gives youth opportunities to lead.
- Other duties as assigned by supervisor.

Qualifications

High school diploma or GED and three or more years of experience working with adolescent youth ad/or young adults. Bachelors degree or advanced training in youth development, social work, psychology, education or related field preferred; combinations of education and experience will be considered.

Skills and Knowledge Requirements:

- Understanding of positive youth development and strong desire to work with youth.
- Ability to engage youth while maintaining professional boundaries.
- Strong interpersonal, verbal and written communication skills are mandatory.
- Ability to multi-task with minimal supervision.
- Well organized and able to meet deadlines for reporting, record keeping and documentation.
- Flexibly with an ability to work evenings and some weekends.

- Ability to navigate and guide youths through situation that may be sensitive in nature.
- Ability and desire to serve as a positive role model with the community and to program participants.
- Ability to work and be comfortable with a population that is economically, socially, spiritually, culturally, ethnically, and physically diverse.
- Ability to work in neighborhoods where socioeconomic conditions may contribute to undesirable conditions or situation.
- Knowledge of prevention strategies needs and risk assessment and family systems.
- Understanding of community and service delivery systems.
- Emergency response and crisis management skills.
- Sounds analytical and problem-solving skills.
- Professional demeanor is required as you will interact with persons at all levels within the organization, outside of the organization and community.
- Ability to follow instructions and take direction from management and comply with the boundaries of the establish policy and procedures.
- Ability to plan and facilitate group sessions.
- Ability to motivate and guide PREP Groups in the community.
- Ability to work with multi-cultural participants/agencies.
- Possess excellent interpersonal and communication skills.
- Maintain an absolute commitment to protecting the confidentiality of employee and agency information handled on a daily basis.
- Act 33/34 clearances.

Other:

- COVID Vaccination
- Act 33/34 and FBI clearances are required.
- Must possess a valid unrestricted Pennsylvania Driver's License
- Must possess current and valid unrestricted automobile insurance and be listed as an insured driver.
- Must have reliable personal transportation to be used for work (mileage reimbursement provided)

Physical Demands

- The work performed is 90% conducted in the field. Candidate must possess the ability to work at locales outside of the office environment.
- The other 10% of the position is office work requiring sitting, keying, typing, and answering phones, with occasional light lifting, carrying, stooping, standing, bending, walking, and filing.
- Intense mental, visual and aural attention is required as the work involves responding to requests, planning or performing work that is at times, can be fast-paced.
- Occasional out of town travel may be required.

Supervisory Relationships

This position functions as a member of the Adolescent Services Department under the direction of the Program Manager.

Compensation:

The starting salary for this position is \$16-\$18/hour commensurate with experience, including full benefits. This is an exempt position.

Application Instructions:

Send resume, cover letter, and two professional references to HR@hsipgh.org