



JOB DESCRIPTION

Teen Outreach Program (“TOP”) ®

Program Facilitator

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 fill this position by serving adolescent youth throughout Allegheny County. The Teen Outreach Program® (TOP®) promotes the positive development of adolescents through curriculum-guided, interactive group discussions; positive adult guidance and support; and community service learning. Candidate must embrace the principles of positive youth development and sexual risk avoidance education and be able to attend training in August days TBD. The position may evolve, to include mastery and delivery of other youth-focused sexual education, health, or relationship curricula.

Essential Duties and Responsibilities

- Facilitate the Teen Outreach Program in accordance with the TOP curriculum—maintaining consistent youth engagement across in-school, afterschool/summer, and virtual settings.
- Provide continuing contact and support to TOP youth.
- Make presentations to school personnel, community groups, parent groups, and the business community on the benefits of the Teen Outreach Program.
- Maintain healthy and appropriate relationships with TOP youth, focusing on safety, support, interaction, and engagement.
- Ensure accurate and timely implementation of TOP 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 TOP sessions through participation in weekly staff meetings.
- Provide support in achieving goals, empowering the youth, 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. Bachelor’s 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 the ability to work evenings and some weekends.
- Ability to navigate and guide youths through situations 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 situations.
- 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.
- A professional demeanor is required as you will interact with persons at all levels within the organization, outside of the organization, and the community.
- Ability to follow instructions and take direction from management and comply with the boundaries of the established policy and procedures.
- Ability to plan and facilitate group sessions.
- Ability to motivate and guide TOP Groups in the community.
- Ability to work with multicultural 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.
- Must possess a valid, unrestricted Pennsylvania Driver's License.
- Must possess current and valid unrestricted automobile insurance and be listed as an insured driver.
- Personal transportation with employee listed as an insured driver on the vehicle used for work.
- Act 33/34 clearances.

Supervisory Relationships

This position functions as a member of the Teen Outreach Program under the direction of the Program Manager.

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.

COMPENSATION

\$18 per hour, commensurate with experience. Includes competitive benefits package.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

Please send resume and cover letter to hr@hsipgh.org.