



Mandated Services · Prevention Programs · Residential Services

**RAPPAHANNOCK AREA OFFICE ON YOUTH
POSITION DESCRIPTION**

JOB TITLE: PASS (Positive Alternative to School Suspension) Program Facilitator

JOB CLASSIFICATION: Full-time

SUPERVISED BY: Fredericksburg Regional Program Director

GENERAL DEFINITION OF WORK

The PASS Program Facilitator monitors and engages with the students enrolled in the Rappahannock Area Office on Youth Positive Alternative to School Suspension program during the school day. Facilitator will promote student success through academic support and interpersonal skills development by ensuring assigned academic work is completed, facilitating a behavior intervention curriculum coupled with Social Emotional Learning activities, program, and student specific goals and objectives. The Program Facilitator will work closely with students, their families, and referring school district to develop a plan for a successful return to school for each student.

POSITION SUMMARY & ESSENTIAL FUNCTIONS

1. Maintains the established classroom routine for participants enrolled in the program;
2. Engages youth participants in completing class expectations, discussions and program activities; and provides supervision at all times;
3. Maintains appropriate care, supervision, documentation, and redirection/discipline of participants;
4. Facilitates group sessions under the guidelines of the program implementation plan;
5. Interactions between Facilitator and youth participants are responsive, caring and respectful;
6. Establishes accountability between self and participants by stating clear and logical expectations for responsible behavior in every program area;
7. Creates a learning environment that is welcoming, engaging and promotes opportunities for Social Emotional growth for youth participants;
8. Works collaboratively with coworkers and agency staff to effectively communicate and problem solve;
9. Conducts self in a professional manner that positively reflects the agency culture.
10. Counsels students for the purpose of improving performance, health status, problem solving techniques and a variety of personal issues that may be or have interfered with their school success.
11. Collaborates with a variety of parties (e.g. home school staff, representatives of referring school district, parents, RAOOY Case Manager and team members, and other community agency resources) for the purpose of improving the quality of student outcomes during the program and his/her re-entry to home school.
12. Provide academic support to students as they complete their assigned work from their home school district.
13. Facilitate, plan and engage in activities, discussions, journals and behavior plans with students in large groups, small groups and 1:1 formats including targeted social skills, emotional regulation, decision making skills, self-discipline, anger management, interpersonal communication, and other SEL components.
14. Meet, in collaboration with other members of the PASS team, with families/guardians of students to involve and support students and families in student's education and behavior goals while enrolled in PASS.
15. Facilitate and supervise weekly community service learning and events.
16. Maintains all necessary documentation relevant to the PASS program and student success to include documentation and completion of program logs.

**Chaplin Youth Center
Residential Services**
125 Hot Top Road
Fredericksburg, VA 22405
540.371.0590

**Fredericksburg
Regional Office**
12000 Kennedy Lane, Suite 100
Fredericksburg, VA 22407
540.755.2636

**Northern Neck
Regional Office**
5575 Richmond Road
Warsaw, VA 22572
804.333.3184



Mandated Services · Prevention Programs · Residential Services

17. Participates in re-entry conferences for students and home school.

Page 1 of 2

18. Maintains all necessary communication to students, PASS staff, referring school districts, and parents.

19. Ensures PASS code of conduct is implemented with fidelity by PASS team members, students and families/guardians.

20. During Summer months work an alternative schedule to include hours for planning, preparation for upcoming school year, as well as facilitating other classes offered during summer months.

21. Performs related work assigned by Fredericksburg Regional Program Director and/or Executive Director.

KNOWLEDGE, SKILLS, AND ABILITIES

Position requires the ability to communicate meaningfully and persuasively with youth and adults from a variety of different backgrounds, and to present information to groups both large and small.

Available Monday-Friday, 7:45a.m.-3:45 p.m. during the academic school year and 35 hours per week during summer months on an alternative schedule.

Position requires critical thinking and problem-solving skills, flexibility, and attention to detail; ability to constructively and assertively provide direction and manage classroom environment ensuring all youth participants have equitable opportunities to learn and grow in a safe, engaging class environment; and to exercise tact with youth and families, coworkers, and individuals from area agencies and referral sources.

Position requires CPR / First Aid certification. Must be willing and available to attend 30 hours of annual agency provided trainings.

EDUCATION AND EXPERIENCE

Minimum of a Bachelor's Degree and 1-2 years' experience working with at-risk youth. Bachelor Degrees in Education, Psychology, or Behavioral Health encouraged to apply. Applicants must pass a criminal background check, Child Protective Services check and DMV background. Prior teaching and/ or youth recreation/ activities experience preferred.

Please email your resume to Sandy@officeonyouth.org or call (540)755-2636 x213 to further discuss this job opportunity.

Page 2 of 2