



# CITY OF CHINO

## Group Facilitator

### **Definition:**

Under limited supervision, conducts court-mandated classes; maintains case files; and performs related work as assigned.

### **Class Characteristics:**

The Group Facilitator must possess advanced level training and qualifications as set by program standards. This position is for the City of Chino's Choices Program, which is an authorized agency providing the San Bernardino County Probation Department Batterers Intervention Program.

### **Essential Job Functions:**

- Conduct outreach to law enforcement, courts, and other agencies on prospective participants; provide appropriate information and feedback to referring sources.
- Facilitate and conduct court-mandated group interaction classes.
- Maintain effective relationships with governmental and community agencies regarding programs and services.
- Maintain case files and statistical information on participants and unit activities; prepare and maintain records, correspondence, and reports.
- According to established procedure, obtain equipment, materials, and supplies necessary for program services.
- May assist in the training and supervision of volunteers and counselors working in less advanced classifications.
- Establish and update required curriculum topics as dictated by the program.
- Establish and maintain group rules including confidentiality.
- Interact with co-workers at all levels in the organization in a collaborative and customer service-oriented manner.
- Maintain prompt and regular attendance.
- Perform all duties within the context of the City's Mission Statement and Organizational Values.

### **Qualifications:**

Any combination of education and experience that provides the required knowledge, skills, and abilities to perform the essential job duties of the position is qualifying. Incumbents will possess the most desirable combination of training, skills, and experience, as demonstrated in their past and current employment history. A typical example includes:

### **Education and Experience:**

- High School Diploma or G.E.D. (required).
- Must fulfill the requirements of the San Bernardino County Probation Department Batterers Intervention Program's Group Facilitator (required).

- Three (3) or more years of experience facilitating Batterers Intervention groups (desirable).

**Working knowledge of:**

- Pertinent laws and regulations.
- Ethnic and economic groups; and cultural differences.
- Deviant behavior and gang subcultures.

**Ability to:**

- Provide liaison to other agencies and the community.
- Prepare and maintain records and reports.
- Work independently.
- Respond to situations in an effective manner which demonstrates good judgment.
- Supervise and train interns.
- Plan and implement program activities.
- Present education and information to various media sources.
- Communicate clearly and concisely, both orally and in writing.
- Deal tactfully and courteously with internal and external customers.
- Understand and follow verbal and written directions.
- Establish and maintain cooperative working relationships.
- Operate a computer using a variety of software programs.

**Special Requirements:**

- Possess a California Driver License and a satisfactory driving record; occasional driving is required for court outreach responsibilities.
- Fluency in Spanish (speaking and writing) may be required depending on the assignment. If required for a specific assignment, it will be indicated on the job announcement.
- Receive satisfactory results from a background investigation, a physical examination, which includes a drug screen, and an administrative review.

**Physical Profile**

Category I- Light Physical Effort: Positions in this category require normal physical abilities associated with the ability to read, write, and communicate in a work environment requiring no extraordinary physical strength or special physical qualifications.

Characteristics: Work assignments for this category are normally located in a work environment which has no unusual physical requirements or environmental conditions, unless separately identified. Positions in this category require only light physical effort

while performing such functions as typing, writing, filing, computing, operating light office equipment, interviewing, counseling

**Employee Unit:**

Part-time/Temporary/Seasonal

Adopted: 2020