

**POSITION DESCRIPTION  
Facilitator**

**ABOUT URBAN TRIAGE, INC**.

Urban Triage, Inc. is on a mission to empower Black families while mobilizing community resources and distributing them to those most in need. At the same time, we engage systems in implementing systematic, sustainable, equitable, and clinically sound approaches to health behavior and prevention. We are poised to do this through education, community support services, and advocacy that systematically reduces and eventually works to eliminate barriers such as inadequate education, lack of access to resources, and class and health disparities. Our goal is to promote positive health outcomes and reduce significant health disparities at the community level. We do this through meeting basic needs and then engaging communities through educational opportunities and effective advocacy at multiple levels. We stand in the gap for those most in need through advocacy, transformative education, and critical coordinated services between partner organizations, city officials, and community resources. Most critically, with the community's trust and track record to carry out the work.

**JOB DESCRIPTION**

The primary responsibility of the Curriculum Facilitator is to lead/facilitate Supporting Healthy Black Families’ Workgroups with youth and adults. This entails delivering the Urban Triage’s curricular training and engaging individuals making up the workgroups in discussion around the curriculum topics. In doing so, the Facilitator assists Urban Triage in meeting the individual needs of youth and adults through creative and effective instruction and relationship development, helping to foster positive cross-functional relationships with Urban Triage staff, supporting Lead Facilitator, Trainer and CEO, Brandi Grayson. Submitting weekly individual reporting; and supporting evaluation process. Facilitators will report to the Program Director or directly to the CEO.

Duties will include developing structures and SOP's to follow; anticipating the needs of the program, making sure we have everything required for every meeting, appointment, workshop, and training. Including agendas for every meeting, slide decks, equipment, etc.

**ROLES AND RESPONSIBILITIES**

Deliver content instruction from the proprietary One Heart curriculum in an engaging manner:

* Be trained in the SHBF curriculum
* Facilitate group classroom instruction
* Manage the learning environment of adult and youth engagement
* Report on program efficacy and individual performance/attendance on a weekly basis
* Create monthly lesson plans that outline plans for instruction.
* Liaise with partner agencies to foster supportive cross-functional relationships:
* Support goals of SHBF
* Develop positive and respectful relationships with other staff.
* Provide “talking points” from the curriculum each month to staff and partner agencies
* Send collected surveys and other pertinent information
* Follow guidelines to maintain confidentiality of all participants and integrity of all measurement/reporting.
* Support Urban Triage staff where needed:  
   a. Sharing appropriate information about participates that will assist/inform programming

b. Demonstrate judgment to preserve confidentiality while supporting relationship growth.

* Provide guidance and mentoring support for youth:  
  a. Engage youth in both small group and when applicable, one-on-one, life-on-life relationship conversations, and activities that can build confidence and foster moral support and wise counsel.  
  b. Serve as a positive role model for youth and conduct self as a Urban Triage ambassador in the community.

**SKILLS AND REQUIREMENTS**

* High School Diploma required; Associate’s or bachelor’s degree preferred
* Proficiency with Google products (Google Docs, Drive, Sheets, etc.), Microsoft products (Word, Excel, PowerPoint, etc.), internet navigation and research, ability to and maintain databases and complex spreadsheets, and experience with project management software.
* Must be a resourceful self-starter who can work independently and work on multiple projects simultaneously while dealing with multiple interruptions
* Must have absolute integrity, sound judgment, and the ability to maintain a high degree of confidentiality
* Must be highly analytical and accurate with excellent attention to detail
* Must have good organizational and time management skills, as well as, have the ability to meet deadlines with appropriate attention to detail in a fast-paced environment
* Strong oral and written communication skills; must be comfortable speaking in front of groups
* Must have a strong customer focus and demonstrate the ability to build relationships internally and externally with a focus on meeting or exceeding service expectations
* Passion to see lives of at-risk youth transformed
* Strong classroom/training facilitation skills; teacher certification preferred
* Capacity for compassion along with strength to enforce proper boundaries, and an understanding of the balance of both
* Valid driver’s license
* Self-motivation, ability to work with focus and minimal oversight.
* Desire to participate in community change through social justice
* Ability to recognize needs, and take initiative to find creative ways to meet those needs
* Strong moral character
* Commitment to serve as a role model to youth, adults and program interns
* Must be able to pass a strict background check

**TO APPLY**

Send resume and cover letter expressing your interest to [tdennis@urbantriage.org](mailto:tdennis@urbantriage.org). Women and minorities are encouraged to apply.