

**TITLE: Community Outreach and Program Facilitator  
GRANT FUNDED (Victims of Crime Act – VOCA)**



**CLASSIFICATION: Full-Time Exempt** Salary Range \$35,000 - \$38,000

of San Antonio

### PRIMARY FUNCTION/PURPOSE

The Girls Inc. Community Outreach and Program Facilitator provides community activities, small group programming, and support to better serve girls ages 6 – 18 that are both direct and indirect victims/survivors of physical assault, bullying, sexual victimization, child maltreatment, neglect, and crime. This position also coordinates and participates in outreach activities within the community, such as speaking engagements and family health fairs, to educate individuals on crime victim issues, enhancing intervention skills and/or increasing awareness of crime victim services available in the community. Examples of the type of programs this position will implement include peer support, violence recovery activities, safety planning, and information and referral to other victim services. This position works with partners in the community to increase public knowledge of how girls are victimized and promotes supportive and trauma informed services to respond to victim/survivor needs.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Create, organize, and administer programs for girls ages 6 – 18, ensuring that all activities contribute to The Girls Inc. Experience, equipping girls to navigate gender, economic and social barriers and grow into healthy, educated and independent adults.
- Facilitates non-clinical group discussions and peer support groups as needed and provides Girls Inc. program for girls at-risk for victimization.
- Develops and maintains strong professional relationships with service providers, including agency visits and presentations
- Ensure participant data is collected and entered into multiple databases including, Excel Spreadsheets, grant specific databases, etc.
- Maintain Girls Inc. participant files; charting programs attended, contact information, progress, delays, contact time and other vital information as needed or required.
- Create, develop and implement case plans focused on the specific needs of each girl, including referrals to other agencies, tutoring, mentoring, and/or program activities.
- Manage the administration of evaluation tools including national and local outcome surveys.
- Tracks data regarding referrals provided, outreach events attended, and presentations provided
- Compile case information into report and perform reviews and ensure that all case information is handled in a confidential manner
- Meet with girls ages 6 – 18 to assess their needs for intervention and recovery, discuss their concerns and provide support and one on one advice regarding problems that they may be facing
- Obtain signed consent to discuss client needs, if appropriate, with other service providers and develop a collaborative relationship with those agencies. Intercede on behalf of the client with these agencies, when needed.
- Ensure the safety of Girls Inc. participants during field trips and special events.
- Travel as required for home visits and other community activities.
- Serve as a Professional Asset Builder for youth and become proficient in the Search Institute's Developmental Relationships Framework

- Develops a deeper understanding of restorative practices to elevate the critical role of developmental relationships with the girls involved with Girls Inc.
- Become knowledgeable about trauma and Adverse Childhood Experiences (ACEs) and be able to use tools to create a trauma-informed environment.
- Complete additional projects and responsibilities as assigned.

## REQUIREMENTS

- Bachelor's Degree, with courses in education, social work, psychology, sociology preferred. Two years of job-related experience in social services, counseling, or assisting in a victim services agency. Special consideration may be given for equivalent experience and personal qualifications in lieu of a degree.
- **Bilingual, Spanish preferred**
- Experience in youth work or related field which includes some experience in conducting group sessions, administration, case management, curriculum design, and community relations.
- Ability to communicate with children and foster their involvement and participation in program planning, problem solving, and decision making.
- Ability to coordinate a multi-faceted program, and inspire, stimulate, encourage creativity and innovation.
- Ability to work flexible hours, including weekend and evening hours, and comfort with occasional travel.
- Skill in working with a diversity of people; ability to facilitate cooperative work with colleagues, students, volunteers.
- Contribute to an environment of mutual trust and respect by treating others fairly, demonstrating empathy, and effectively managing interpersonal conflict to preserve constructive, professional relationships
- Sufficient maturity and judgment to function in crisis
- Strong ability to be flexible and adapt easily to change.
- Familiarity with the challenges facing child service agencies and abuse prevention efforts at local, state, and national levels
- Ability to seek supervision and use it constructively
- **Must be comfortable driving a 15-passanger van** and transporting children during field trips, for events, and other special activities
- Must maintain current and valid driver's license and provide proof of automotive liability insurance
- Must have access to reliable and safe transportation and have a willingness and ability to use personal vehicle for work activities.

## DESCRIPTION OF THE WORKING ENVIRONMENT

Work environment is the Girls Inc. building; however, many work assignments are completed outside of an office setting, including program outreach sites, schools, community centers, special event locations, and client homes. **Weekend and evening work is required.**

## DESCRIPTION OF ORGANIZATIONAL RELATIONSHIP/REPORTING RELATIONSHIP

Supervisor: Associate Program Director OR Program Manager

Supervises: Program volunteers, mentors, and interns

**To apply, send cover letter and resume to:**  
 Sherry Cook, Program Director [scook@girlsincsa.org](mailto:scook@girlsincsa.org)