



## Life Skills Facilitator

**Department:** Intervention

**Reports to:** Clinical Director

**Supervises:** N/A

**Status:** Part-time

**Grade:** 7

**Compensation Range:** \$16.00-\$17.25 (depending on experience)

### Position Summary

Under supervision of the Clinical Director, the Life Skills Facilitator provides behavioral health/management support services to children and youth through one-on-one appointments or in group contexts. The Life Skills Facilitator may also perform select administrative support duties. The Life Skills Facilitator will work closely with EC's clinical and case management teams.

### Essential Duties & Responsibilities

The Life Skills Facilitator will:

- Plan and facilitate weekly Life Skills Groups for children (ages 5-11yrs), which are hosted in conjunction with EC's parenting classes;
- Plan and facilitate weekly Jovencit@s co-ed group for youth ages 12-17 yrs;
- Assist with the coordination of parenting classes (e.g., registration of families, coordinate lists for children's groups, etc.);
- Schedule and coordinate child-related engagement activities with Early Childhood Specialist;
- Assist in developing the curricula for child and youth Life Skills Groups (ages 5-11yrs and 12-17 yrs);
- Maintain comprehensive files and data related to child/youth cases—including entering all events, notes, service plans, and other affiliated case documentation in EC's ClientTrax database;
- Complete safety plans for each child/youth case, as needed;
- Keep the children's area organized;
- Model best practices to volunteers and work-studies while working with children/youth (ages 5-17 yrs);
- Prepare snacks and set up/break down materials for Life Skills Groups; and
- Support the Crisis Intervention and Screening Specialist as the third back-up in covering crisis calls and walk-ins, as well as completing Primeros Contactos;

In addition to the essential duties outlined above, the Life Skills Facilitator will:

- Be committed to advancing immigrant rights, gender equity, and socioeconomic justice;
- Be committed to advancing Enlace's mission, vision, core values, and programmatic goals;
- Leverage best practices for facilitating positive, constructive interpersonal communication—including an ability to navigate and resolve conflict in a manner that values and respects relationships with colleagues and community partners; and will engage in direct communication with a solutions-oriented approach;
- Be highly organized, self-motivated, detail-oriented, creative, and demonstrate excellent time management in managing multiple projects;



- Exercise emotional maturity and a sense of humor in resolving pressing issues or project components;
- Be a collaborative team player who shares responsibilities, and supports and acknowledges colleagues' contributions;
- Respect differences in race, ethnicity, age, gender, gender identity, gender expression, sexual orientation, religion (or lack thereof), ability, arrest or conviction history, socioeconomic status, and immigration status; and
- Be flexible to manage other duties as assigned.

The duties and responsibilities outlined above do not comprise a comprehensive list and are intended to provide a representation of the general nature and level of work performed by an employee in this capacity. Enlace maintains the right to augment, realign, or remove duties and responsibilities as business dictates.

### **Knowledge, Skills, & Abilities**

The following characteristics are essential to the performance of this position:

- Classroom management/teaching skills;
- Knowledge of community resources and services;
- Ability to monitor, assess, and record client progress toward their service plan goals, and make adjustments to plans and services;
- Strong interpersonal and communication skills, and the ability to work effectively with a wide range of constituencies in a diverse community;
- Ability to assess/gauge clients' relative mental state and develop individual service plan goals;
- Ability to communicate client information to other professionals over the telephone and/or in person under crisis circumstances;
- Ability to gather data, compile information, and prepare reports;
- Ability to plan, implement, and evaluate individual client programs;
- Records maintenance skills; and
- Must have strong verbal and written communication skills in both English and Spanish—especially when communicating client-specific information.

**Please note:** an individual is not required to disclose information about mental or physical limitations that may potentially interfere with work performance. However, a reasonable accommodation is only possible if Enlace is notified of modifications that may be necessary for the individual to adequately perform the duties of the position.

***Enlace is an equal opportunity employer. We value a diverse workforce and an inclusive workplace culture. Enlace encourages applications from all qualified individuals without regard to race, color, religion, gender, sexual orientation, gender identity and expression, age, national origin, marital status, immigration status, disability, or veteran status.***

### **Position Qualifications**

- Associate's Degree (early childhood development preferred), OR
- A high school diploma or equivalency with two years' worth of work experience, at least one of which are directly related to the duties and responsibilities specified above; AND
- Bilingual (English-Spanish), written and verbal required.



### **Employment Screening & Compliance**

- Employee will be subject to a CYFD background check;
- Employee must comply with all Enlace operational policies, especially those involving the safety of fellow workers, volunteers, and clients/customers;
- Employee must maintain a current and valid driver's license to perform work duties if position requires activities that necessitate travel by motor vehicle; and
- Employee must have and maintain a clean driving record.

### **Enlace Work Environment**

- Most essential duties are performed in an office environment with exposure to a variety of business equipment and other pertinent materials normally found in this type of work setting;
- Work is normally performed in an area permitting partial-to-total privacy; and
- Work duties often require travel to other locations throughout the city, state, and country.

**To Apply. All applicants must submit: a cover letter, a resume, and three (3) professional references** to: [jobs@enlacenm.org](mailto:jobs@enlacenm.org) with the subject line "Life Skills Facilitator Application" or mail to: Enlace Comunitario c/o Human Resources (2425 Alamo SE Albuquerque, NM 87106).