The Safer Foundation is a social service provider to individuals with arrest and conviction records. Through a full range of services, including case management, educational instruction and advocacy, we focus on preparing individuals for the world of work by helping them find and keep productive and meaningful employment.

To submit a resume, apply for this position, and see all other available positions copy and paste the link below or click: https://workforcenow.adp.com/mascr/default/mdf/recruitment/recruitment.html?cid=ac5fbe3f-8ce8-4a7c-a4df-b45f9ddf2e02&ccld=19000101_000001&type=MP&lang=en_US&selectedMenuKey=CurrentOpenings

Please note: After you “submit” your application, you will receive an e-mail acknowledging receipt. Check your spam and junk folders as your email provider might misfile the message.

General Summary:

The Instructional Facilitator position performs academic facilitation and life skills training for both the Youth Empowerment Program (YEP), funded through Scott County Juvenile Court Services and the I-Matter Program funded through the Department of Labor. The Instructional Facilitator is expected to competently guide class participants in their efforts to achieve basic competence in mathematics, reading, writing, science, and social studies utilizing individual, peer, and group learning techniques leading to the achievement of a high school equivalency diploma. The Instructional Facilitator will conduct a pre- and post- academic assessment, provide direct instruction, order HiSET tests, and communicate with the testing center on the scheduling of participant testing. He/she also coaches participants through their credential training to position them for employment in high growth, in-demand industries. The Instructional Facilitator tracks daily attendance, enrolls students into class/program utilizing Salesforce and completes daily case notes. The Instructional Facilitator may also facilitate other trainings and curriculums as requested to meet participant needs.

Essential Duties and Responsibilities:

- Coordinate and conduct educational assessments for each participant.
- Based on individual participant’s varying needs, abilities, and interests, adapt traditional and non-traditional teaching methods to provide instruction to increase basic skills leading to measurable skills gains and attainment of a high school equivalency diploma. (HSED)
- Observe and evaluate students’ work to determine progress and make suggestions for improvement.
- Instruct students individually and in group settings, using current and life events as subject matters for discussion and problem solving.
- Prepare materials and classroom for class activities.
- Assist in the selection and proper placement of enrollees assuring that each one has a progress/individual education plan to guide their work.
- Communicate all vital information to appropriate program staff to ensure continuity of services and development, review, and revision of participant’s Individual Case/Education Plan.
- Enforce participant guidelines and program policies while maintaining structure and consistency.
• Initiate, develop, and maintain strong working relationships with referral partners, local community colleges, and community organizations to access/share participant information to promote collaboration and successful outcomes.
• Represent the Safer Foundation with community groups as appropriate and attend community events as designated.
• Complete necessary documentation to include assessments, attendance, tracking of academic services provided, etc. For YEP, enroll in appropriate class session utilizing Salesforce Data Management System.
• Track client hours for Eastern Iowa Community College using Accudemia tracking system.
• Enter data accurately and timely into Salesforce system, tracking client progress through case notes or activities within 48 hours of engagement. Maintain audit-ready electronic and hard copy files at all times.

Required Knowledge, Skills and Abilities:

• Knowledge of principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects.
• Knowledge of the structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
• Knowledge of arithmetic, algebra, geometry, statistics, and their applications.
• Knowledge of and experience teaching a variety of student-centered approaches in a range of subjects.
• Knowledge of group behavior and dynamics as well as societal trends and influences.
• Knowledge of and sensitivity to the particular learning needs and employment barriers faced by people with criminal records.
• Good computer skills: Microsoft Office and experience with tracking systems like Salesforce.
• Excellent written and verbal communication.
• Excellent interpersonal skills.
• Strong work ethic and ability to be flexible.
• Skilled in social perceptiveness. Being aware of other’s reactions and understanding why they react as they do.
• Proficiency with MS Office Suite (Word, Excel, Outlook) applications.

Education and Experience:

• Bachelor’s Degree in related discipline (Education, Psychology, Sociology, Social Work, etc.) or equivalent experience.
• 2 years working with the justice impacted population and knowledge of community resources preferred.
• Backgrounds similar to the population served are especially desirable.

The Safer Foundation supports, through a full spectrum of services and advocacy, the efforts of people with arrest and criminal records to become employed, law-abiding members of the community and as a result, reduce recidivism. Safer Foundation is a drug-free workplace. Equal Opportunity Employer/Affirmative Action/Minorities/Females/Veterans www.saferfoundation.org No Phone Calls Please