

## Job Description

**Job Title:** Skills Facilitator

**Job Code:** 905218

**Job Family:** Public Safety

**Pay Grade:** JC.15.15

**FLSA:** Non-exempt

**EEO:** Professional

**Department/Agency:** Countywide

**Position Number(s):** Multiple

**Recommended Position Title(s):** Cognitive Skills Facilitator, Risk Reduction Specialist

### **The following Core Competencies apply to everyone and are essential to all County jobs:**

- Accountability – Follows-up on and meets commitments, takes ownership for work, and possesses a strong ability to stay focused on individual, department, and County results.
- Communication – Clearly and effectively expresses ideas and thoughts (verbally and in writing); listens actively.
- Customer Focus & Public Relations – Builds positive internal and external customer relationships; is committed to customer satisfaction; assumes responsibility for solving customer problems and ensures commitments to customers are met.
- Initiative – Independently acts to resolve problems and provide solutions; seeks out new responsibilities; generates new ideas; practices self-development.
- Safety – Understands and supports safety standards as required by the job; keeps the workplace clean and safe.
- Teamwork– Encourages and facilitates cooperation, pride, and trust among the team; fosters commitment and team spirit; works cooperatively with others to achieve overall goals.

### **Essential Duties:**

- Provides Cognitive Interventions to clients in response to written directives for probation violations on an individual basis or through small group activities; responds to Cognitive Interventions initiated by clients through self-referral.
- Facilitates programming to targeted client groups; documents client participation and provides feedback to the referring case managers and supervisors; ensures that curriculum remains within the guidelines for delivery to maintain program integrity.
- Collects and inputs data, case notes, and file information into assigned computer programs; provides feedback on program to supervisory staff.
- Assists with and arranges additional trainings in conjunction with department training staff to assist case managers and officers on cognitive approaches to client management.
- Supervises and manages a small caseload of offenders based on the needs of the organization; maintains required certifications and assists with assessments.

### **Supervisory Responsibilities:**

- Yes  No This position is also responsible for the supervision and leadership of employees, which includes making employment-related decisions and/or recommendations, and formally evaluating performance.

***Duties and responsibilities, as required by business necessity may be added, deleted or changed at any time at the discretion of management, formally or informally, either verbally or in writing. Scheduling and shift assignments and work location may be changed at any time, as required by business necessity.***

### **Minimum Job Requirements:**

**Bachelor's** degree in Criminal Justice, Social Services, or related field; two (2) years' criminal justice or related experience; successfully pass a criminal history check; and possess a valid driver's license with an acceptable driving record.

Applicant must submit to and pass a pre-employment, post-offer drug screen prior to employment.

## Job Description

***Johnson County Government requires reference/background screening for all positions. Specified criteria may vary by Department/Agency.***

### **Preferred Job Requirements:**

### **Education/Experience Substitutions:**

Yes  No Experience may be substituted for degree.

Yes  No Education may be substituted for experience.

### **Physical, Environmental, and Special Working Conditions:**

Weather essential Department and County job.