

TBRI® Program Facilitator Job Description

Position Title: TBRI® Program Facilitator

Program/Department: TBRI ® (Trust-Based Relational Intervention)

Immediate Supervisor: TBRI® Program Director

Work Schedule: Full time

Benefits: Health/Dental/Vision/Retirement

JOB DESCRIPTION:

Duties may include, but are not limited to, the following:

- Must promote a positive/professional attitude to all Volunteers for Youth Justice employees, court personnel, volunteers, and community partners.
- Must be consistent in checking and answering the VYJ assigned email account and voicemails.
- Coordinates and facilitates all advocate onboarding and training with assistance from the TBRI® Program Coordinator.
- Maintain TBRI® Database with up-to-date case and advocate information including case notes and all case related activities.
- Review and submit mileage forms for volunteer advocates according to VYJ policies.
- Supports VYJ Staff with TBRI® awareness and recruitment events.
- Meet with TBRI® Program Director at minimum twice a month to discuss case load and advocate assignments.
- Supervise and support TBRI® Advocates with virtual or in-person contact no less than twice per month.
- All data must be submitted to the VYJ Executive Director, TBRI® Program Director and Grant/Finance Manager no later than 5 days after month end.
- Assists as needed in VYJ calming studios and partner juvenile court facilities to provide a trauma-informed atmosphere to children and families in crisis.
- Coordinate with Harbor tenants, DCFS staff, and community partners to provide trauma-informed programming within the VYJ Harbor Calming Studio.
- Serve as a backup to facilitate in any necessary TBRI® trainings, on completion of TBRI® Practitioner Training.
- Participate in continuing education related to trauma informed care.
- Build relationships with foster parents and caregivers to assist with Advocate case assignments and to provide resource connections for services.

QUALIFICATIONS:

- A Bachelor's or Master's degree in social service-related field or equivalent combination of education and experience in child trauma and behavioral issues.
- Possess excellent written and verbal communication skills.
- Excellent organizational skills and attention to detail.
- Must be adaptable to a flexible work schedule and workspace.
- Must be proficient in Microsoft Office.
- Knowledge and understanding of issues and dynamics within families in crisis, as related to child abuse and neglect.
- Must complete the 24-hour TBRI® Caregiver training upon hire.
- Must be willing to become a TBRI® Practitioner within the first year of start date.

I have read my job description and hereby agree to perform the duties listed above and others that may be deemed reasonable and necessary.

Name

Date