

Job Opportunity: Justice-Involved Program Facilitator

Hours: Part-time; Approximately 12-15 hours per week during school year.
Weekdays - between 9am – 5pm; some evenings may be needed

Pay: \$19 per hour

Are you passionate about impacting youth and adults in the community?

Prevention Works is seeking a Facilitator to create a safe, supportive, and structured environment where justice-involved individuals can build skills, increase self-awareness, and work toward successful community reintegration. This role is responsible for planning and facilitating evidence-based educational and skill-building sessions focused on behavior change, healthy decision-making, personal development, life skills, and reducing risk factors associated with recidivism.

Prevention Works Facilitators build positive, professional relationships with participants, encourage engagement and accountability, manage group dynamics, and serve as positive role models. The position requires the use of trauma-informed and strengths-based approaches to support participant growth and goal achievement. Additional responsibilities include maintaining accurate program documentation, collaborating with community partners and supervision agencies as appropriate, communicating effectively with staff, and ensuring all services align with program objectives, contractual requirements, and organizational standards.

Responsibilities

- Prepare and organize materials, supplies and other related documents for health programs serving justice-involved individuals.
- Facilitate or assist with the delivery of health programming for youth and adults, ensuring activities are engaging, age-appropriate, and aligned with program goals and organizational standards.
- Maintain communication with the site coordinator regarding progress of programs at site, along with any issues that need to be addressed in a timely manner.
- Assist Prevention Works team with development of materials and documents related to health programs as needed.
- Maintain accurate, complete records of programs and projects, including program attendance sheets, participant surveys, and program reports.
- Model professional, responsible behavior when representing Prevention Works.
- Maintain confidentiality and respect the resources of Prevention Works.
- Other duties as assigned which are consistent with the goals of Prevention Works.

Education and Experience

- Minimum of one year of college coursework **or** relevant work experience.
- Experience teaching or presenting to youth and adults is preferred, along with experience with diverse populations.

Skills, Knowledge, and other Competencies

- Excellent verbal and written communication skills with ability to present information and interact effectively in a criminal justice setting to youth and families.
- Computer and internet experience required (Microsoft Word, Excel, Google and Zoom).
- Excellent organizational skills and ability to prioritize and follow through on tasks and projects.
- Ability to work successfully both individually and in a team environment.
- Ability to make sound decisions and be accountable for them, involving others when appropriate.
- Ability to demonstrate an understanding of the mission and vision of Prevention Works and support organizational decisions.

Other Requirements:

- Meet the requirements for the background check process.
- Valid driver's license and access to reliable transportation to assigned work location.

If you desire a position where you can impact youth and adults, apply to join the team! Training will be provided.

To apply, click on this link:

<https://www.cognitoforms.com/PreventionWorks1/PreventionWorksEmploymentApplicationJusticeInvolvedProgramFacilitator>

Please apply by : August 3rd, 2026

Prevention Works is an Equal Opportunity Employer.