

# COUNTY OF SOLANO

## PEER GROUP CO-FACILITATOR

Effective date: 08/22/2017

### **CLASS SUMMARY:**

Under close supervision, performs duties in support of probation services programs and operations; provides education, information, referral and acts as a group facilitator for Probation clients; functions as a liaison between Probation clients and program staff; performs related duties as required.

### **DISTINGUISHING CHARACTERISTICS**

This is an aide level class. Incumbents provide a variety of support services to Probation Department clients. This assignment includes recognizing warning signs for potential problems or emergency situations during group sessions and informing the group facilitator, understands agency or community resources and making client referrals as necessary; and acting as a group co-facilitator for Probation clients. This is an extra help only position.

### **SUPERVISION RECEIVED AND EXERCISED:**

- Supervision is provided by a Deputy Probation Officer (Supervising).
- May receive lead direction from a Deputy Probation Officer (Senior) or a Deputy Probation Officer
- No supervision is exercised over others

### **ESSENTIAL DUTIES**

- Communicates with clients, service providers and other paraprofessionals and professionals to facilitate groups.
- Co-facilitate groups conducted by the Probation Department
- Watches for warning signs from group participants and informs group facilitator of potential problems or emergency situations
- Informs clients of community resources and assists clients in utilizing such services.
- Serves as liaison between the professional staff and clients.
- Serves as a peer educator by preparing and/or posting or distributing informational materials.
- May provide support for staff in the set up and break down of meeting rooms in preparation for groups.
- May be required to contact enrolled clients for reminders for group sessions.
- Performs other duties of a similar nature or level as assigned.

### **EDUCATION AND EXPERIENCE**

No work experience required; however, candidates must meet the following:

- Successful completion of at least one (1) Cognitive Behavior Group presented by a behavioral health program designed to reduce recidivism (e.g. a Center for Positive Change) **AND**

- Successful completion of the Courage to Change Interactive Journaling Series, or similar program, presented by a behavioral health program designed to reduce recidivism (e.g. a Center for Positive Change), **AND**
- Current or former client of a behavioral health program designed to reduce recidivism (e.g. a Center for Positive Change)

**Language Proficiency:** Some positions may require bilingual skills.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

**Knowledge of:**

- Purposes of Probation Services Groups
- Competent understanding of both oral and written standard English.

**Skill and/or Ability to:**

- Learn program rules, regulations, procedures and services.
- Ability to co-facilitate group sessions with Probation Department clients
- Perform routine support services tasks and standard support work.
- Develop skills to recognize specific indications of need for various services.
- Work with and speak to various cultural and ethnic individuals and groups in a tactful and effective manner
- Establish and maintain effective working relationships with those contacted in the performance of required duties
- Use or learn to use basic office equipment to include computers and copiers

**PHYSICAL REQUIREMENTS:**

- **Mobility and Dexterity:** Positions in this class typically require stooping, kneeling, reaching, occasional standing, occasional walking, pushing, pulling, fingering, grasping, feeling (i.e. sense of touch), and repetitive motion.
- **Lifting, Carrying, Pushing and Pulling --** Employees in this class exert up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects.
- **Hearing/Talking:** Positions in this class require the employee to perceive the nature of sounds at normal speaking levels with or without correction, and have the ability to receive detailed information through oral communication. Positions in this class require the employee to express or exchange ideas by means of the spoken word.

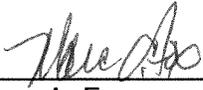
County of Solano County  
Peer Group Co-Facilitator

**WORKING CONDITIONS:**

- Employees in this class will most often be working in an office setting

**OTHER REQUIREMENTS:**

Background Investigation: Candidates for some positions in this class may be required to pass a background investigation in accordance with applicable law, regulation, and/or policy.



---

Marc A. Fox  
Director of Human Resources

- Class Code: 781090
- Established Date: 8/17