

**Alamance Partnership for Children
Incredible Years Facilitator
Job Description**

Job Title: Incredible Years Facilitator	Reports to: IY Coordinator
Department/Activity: Family Services/Incredible Years (IY)	Classification: Exempt
Supervises: N/A	Number of hours per Week: 8 (during active sessions) This is a contracted position

Objective:
To facilitate sessions of the Incredible Years Basic Parenting Program offered by the Alamance Partnership for Children.
Responsibilities:
<ul style="list-style-type: none"> • Facilitate Incredible Years (IY) Groups at scheduled meeting times at the APC office or other meeting space as deemed appropriate. • Attend all IY training and coaching sessions. • Engage in appropriate planning and follow-up tasks as required by the IY program. • Maintain participant rosters, administer surveys, and collect any other data needed by APC for compliance with the IY program. • Maintain and regularly turn in all expense and time sheets in a timely manner.
Requirements:
Education/Experience: Bachelor's Degree in Human services area required. Experience with IY or other evidence based parenting program required.
Special skills/Training: Excellent oral/written communication skills; Confidence working and speaking with parents and families; Ability to multitask and maintain flexibility when needed; Competency with computer skills, especially Microsoft Office applications and internet search engines.
Additional education/experience/skills/training preferred: IY certification is required.

The above job description includes, but is not limited to, the above information. I have read the job description and have been given an opportunity to ask questions and offer suggestions. I understand that I am responsible for the responsibilities listed, and that my performance of these responsibilities will be included in my performance evaluation.

Employee Signature: _____ **Date:** _____

Supervisor Signature: _____ **Date:** _____