



**CENTER FOR
WORK EDUCATION &
EMPLOYMENT**

Job Announcement

Title:	Social and Emotional Learning Facilitator
Position Status:	Full-time, Non-Exempt
Reports To:	Director of Organizational Wellness
Hiring Range:	\$48,333 - \$62,833/year
Benefits:	Full benefits including every other Friday off, two weeks of annual vacation, two weeks of annual health time, annual wellness week and end of year closures, paid family and medical leave, retirement match, health, dental and vision insurance, healthcare and dependent care flexible spending accounts, life insurance, disability benefits, comprehensive parenting benefits through Maven and a CWEE-issued laptop

Founded in 1982, the Center for Work Education and Employment (CWEE) is one of Denver's leading workforce and anti-poverty organizations. CWEE provides personal and professional support to address each career seeker's unique challenges and to facilitate a supportive path to long-term employment success. CWEE's mission is to foster personal and professional transformation for low-income families through confidence building, customized skills training, and career advancement. CWEE believes that regardless of personal situations and other barriers to employment, when an appropriate level of education and support is provided, individuals can and will succeed.

The values that drive CWEE's mission of helping individuals succeed also drive CWEE's approach to organizational management and employee development. CWEE embraces a culture of organizational learning and continuous quality improvement while centering trauma-informed care and wellness at all levels of the organization.

SUMMARY OF POSITION

The Social and Emotional Learning Facilitator (SELF) is responsible for promoting the social emotional wellness of CWEE participants by providing group instruction of social emotional learning curriculum to adult learners. This position works in close collaboration with other members of the Wellness Team to support participant access to mental health care by managing referrals for mental health counseling and facilitating a peer support group.

This role serves in a dedicated capacity to empower CWEE participants to access support in order to manage a range of needs that can affect an individual's mental health. A primary focus of the role is forming effective and empathetic relationships through a deep understanding of the impact of economic disparity on mental health, service use and recovery. Ideally, this deep understanding comes through lived experience with mental health services, government benefits, substance use, or homeless services.

The SELF role is new to the organization and designed to create a non-clinical pathway to accessing mental health resources for CWEE participants both through referrals and group facilitation. CWEE is seeking an individual with strong relationship skills, a willingness to learn and adapt as the needs of the organization evolve, and a passion for CWEE's mission.

ESSENTIAL RESPONSIBILITIES

Group Facilitation (50-55% of time)

- Support adult learners on their path to employment by providing SEL programming on a variety of social emotional learning topics, such as: universal SEL instruction, self-regulation and mindfulness, conflict resolution, and decision making
- Support participants on the integration of social emotional skills and strategies within the CWEE program and future employment environments
- Facilitate a regular drop-in peer support group for CWEE participants
- Engage participants across a broad range of skill levels using a variety of proven teaching skills and motivational coaching strategies
- Create a positive, healthy, and trauma-informed learning environment for all learners by using effective classroom management based on respect, safety, and appropriate boundaries

Referrals (25-30% of time)

- Manage ongoing mental health counseling referrals from colleagues, as well as direct requests from CWEE participants
- Conduct nonclinical, brief assessment and resource meetings with referrals to determine fit for CWEE-based or community-based mental health care, offering tailored resource and referral services
- Maintain referral tracking system and contribute to ongoing data collection

Curriculum and Administration (10% of time)

- Build on and implement social emotional curriculum; maintain awareness of best practices in social emotional learning
- Maintain detailed records of participant progress through program using CWEE's client management and outcome tracking systems
- Contribute to the achievement and tracking of monthly, quarterly and annual engagement goals

Communication (10% of time)

- Through collaboration with other teams identify strategies to support participant success, and share out on community mental health resources
- Use effective and timely communication strategies and methods to build and maintain relationships with partner organizations utilized for mental health referrals

Professional Growth and Wellness (5% of time)

- Regularly reflect on progress toward professional goals, both individually and with supervisor, identifying and following through on learning opportunities
- Identify opportunities to mitigate stress

***JOB QUALIFICATIONS**

- Working knowledge of social emotional learning content
- Ability to engage adult learners with diverse needs and learning styles, particularly economically disadvantaged backgrounds and/or historically underserved populations
- Understanding and application of group facilitation practices
- Awareness of metro area mental health resources
- Ability to establish and maintain effective working relationships with participants, staff and employer and training partners
- Ability to adopt and apply a strengths-based and trauma-informed approach that enables the development of new skills
- Experience with daily, detailed data entry and outreach
- Strong computer skills including web-based databases, internet research and knowledge of Microsoft Office applications

**Priority will be given to candidates who are prior or current recipients of mental health services, government benefits, substance use and/or homeless services, with the ability to role model positive impacts of any of these programs and who is actively participating in their own wellbeing and/or recovery. If specific components of this role interest you, please apply! CWEE is willing to train.*

PERSONAL QUALIFICATIONS

- Commitment to CWEE's mission of providing long-term, durable self-sufficiency through quality employment
- Active contributor to a positive work culture built on ongoing learning, open communication, continuous improvement and attention to wellness
- Flexible, a team player with a commitment to personal and professional accountability
- Excellent skills in listening, empathy and curiosity
- Willingness and skill to engage in difficult conversations in a timely manner
- Solution oriented, able to make timely decisions despite ambiguity
- Proactive self-starter with excellent organizational skills and proven ability to balance multiple tasks and deadlines with attention to detail
- Results driven with strong critical thinking skills
- Strong self-awareness, confidence and integrity

WORK ENVIRONMENT

- CWEE operates in a hybrid workplace model that balances the responsibilities of being a direct service organization with the benefits of a flexible work environment; the functions of this role require onsite presence at CWEE's offices located in Denver, Colorado
- Willingness to work a varied schedule beyond core office hours with advance notice
- Ability to attend meetings and events within the Denver Metro area

TO APPLY

Send cover letter and resume to careers@cwee.org. Please indicate 'Social Emotional Learning Facilitator' in the subject line. Applications will be reviewed and interviews scheduled on a rolling basis until the position is filled; priority will be given to those candidates who apply by July 9, 2024. Candidates invited to move forward will be asked to complete a presentation as part of the interview process.

NO PHONE CALLS, PLEASE.

CWEE is an equal opportunity employer and is committed to a policy of non-discrimination and equal opportunity for all qualified applicants. If you have a disability and require reasonable accommodation to ensure you have a positive experience applying or interviewing for this position, please direct your inquiries to careers@cwee.org. Applicants of any and all backgrounds are encouraged to apply. CWEE is also dedicated to building a diverse and inclusive workplace. **If you're excited about this role and your experience doesn't align perfectly with the requirements in the job description, we encourage you to still apply!**

A criminal background check of 7 years is required and CWEE will consider for employment all qualified applicants with criminal histories in a manner consistent with applicable law.