

<b>Job Title:</b>	Group Facilitator	<b>Date Posted:</b>	5/3/21
<b>Department/Group:</b>	Program	<b>Location:</b>	Athens, GA - Men's & Women's Program
<b>Level/Salary Range:</b>	Based on experience	<b>Position Type:</b>	Independent Contractor
<b>HR Contact:</b>	Kristina McFadden	<b>Email:</b>	Kristina@arc-ga.org

**Supervisor:** Clinical Program Director

**Job purpose:** To facilitate group and individual therapies in a safe and healthy environment for clients receiving program services.

**Hours:** 1-9/week

**General Description:** The facilitator/counselor will guide residents through the curriculum, using the manualized content when applicable, while ensuring individuals are adhering to the group rules. The facilitator/counselor must be able to provide a safe and healthy space for individuals to learn, grow, and be successful in the program and their recovery process.

**Education/certification/license requirements:**

1. Must be credentialed in Mental Health, Substance Use, and/or Counseling/Social Work, ie: CARES, CPS, FPM, CPRP, CAC, CADC, LMSW, LPC
2. Must have minimum 1 year experience in group facilitation/individual counseling in a behavioral health setting
3. Must be certified in order to facilitate MRT (Moral Reconciliation Therapy) and/or Prime Solutions
4. Current with CEU's to maintain certification/licensure

**Knowledge, Skills and Abilities:**

1. Ability to display knowledge of effective facilitation skills, including reflective listening and motivational interviewing
2. Ability to relay information in a clear, concise, and therapeutic manner
3. Ability to provide clients with educational materials and resources consistent with their needs
4. Ability to work directly with clients to navigate, apply, and utilize learned skills
5. Ability to demonstrate an enhanced level of self-awareness as to how one relates to others and an ability to effectively modulate this personal style as conditions warrant
6. Ability to model core values of the organization
7. Ability to plan, implement, evaluate and report activities conducted
8. Ability to communicate effectively, both in person and by telephone, as well as in writing/electronically
9. Ability to establish rapport with others as a requisite for healthy and therapeutic relationships
10. Ability to present oneself in an appropriately personable and professional manner to individuals, staff and outside agencies
11. Ability to receive and utilize constructive feedback regarding performance, presentation and relationships with others
12. Ability to be both consistent and flexible as circumstances warrant
13. Ability to remain calm and supportive in psychological emergencies and/or crises when provided with appropriate supervision and direction
14. Ability to attend trainings as needed and reciprocate those trainings to the team

**Responsibilities:**

1. Review and familiarize oneself with the information/curriculum prior to any session
2. Be present and prepared with necessary materials at least 10 minutes prior to the start of all sessions

3. Execute each session from beginning to end and carefully guide the clients throughout
4. Listen carefully and quickly analyze comments to formulate questions that help guide a productive discussion
5. Create and maintain a safe and open environment for sharing ideas
6. Reestablish order and direct the clients toward a constructive resolution when confrontations arise
7. Keep sessions on track; tactfully cut short irrelevant discussions, prevent detours, and maintain a consistent level of detail throughout the session