



POSITION DESCRIPTION

Title: Program Facilitator

Hours: 15 Hours per week, Prospect House

Reports to: Program Director

Function: The Program Facilitator position provides non-clinical, evidenced-based support services by performing tasks designed to assist members in wellness activities that promote recovery and health using SAMHSA's *Wellness Initiative* which includes the *Eight Dimensions of Wellness*. This is an entry level position.

Responsibilities:

1. Facilitate and encourage members to facilitate peer-run groups focused on goals, resiliency and wellness for recovery principled on the SAMHSA Eight Dimensions of Wellness and through the use of Wellness Recovery Action Plans (WRAP). Groups include 12-step programs, symptom management and reduction, skill-building, expressive art, wellness activities, philosophical discussions as well as enjoyment of music and recreational.
2. Encourage members to plan, coordinate and work as a team in the day-to-day activities of the drop-in center to meet individual needs.
3. Empower members through groups and activities to be leaders in their own center making decisions, planning and coordination. Promote the development of leadership skills which will enable members to apply what they have learned into their personal lives to become as independent as possible.
4. Promote the development of self-efficacy through role-modeling a strength-based recovery and assisting members with ongoing recovery through a mastery of experiences, finding meaning, purpose and social connections in their own lives.
5. Be able to interact with members in a way that conveys hope and demonstrates healthy behaviors.
6. Provide individual support listening and also sharing personal experiences when appropriate.
7. Identify member and their family needs and communicate those to the program director and provide written referrals for community resources.
8. Perform proper record keeping including daily attendance, activity statistics, time sheets, and other duties as assigned.
9. Assist in preparing lunch, serving, and ordering kitchen supplies.
10. Be able to drive a MHCC vehicle to facilitate outings and events. Supervise up to 12 individuals on the outings.
11. Assist the Program Director with intake duties, promoting our services to prospective members, and collecting registration forms.
12. Participation in agency trainings and staff meetings.

Position Qualifications:

1. Preferred Certification: Certified Recovery Peer Specialist through the Florida Certification Board -
2. Understanding of the SAMHSA's *Working Definition of Recovery* and the *Principles of Recovery*
3. Leadership skills to facilitate groups that are curriculum-based, topic-focused and also open forums.
4. Good verbal and written communication skills to establish and maintain strong working relationships with culturally diverse members, their families and caregivers as well as a wide range of community agencies and organizations.
5. The ability to pass a DCF Level II Background Screening.

Supervisor

Employee