



## POSITION DESCRIPTION

**Title:** Program Facilitator

**Hours:** 20-25 Hours per week

**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 mental health. Great position for those looking to further their experience in Mental Health Wellness.

### **Responsibilities:**

1. Facilitate and encourage members to facilitate peer-run groups focused on goals, resiliency and wellness for recovery. Groups include 12-step programs, symptom management and reduction, skill-building, expressive art, wellness activities, philosophical discussions as well as enjoyment of music and recreation.
2. Empower members through groups and activities to be leaders in their own center, making decisions, planning and coordination.
3. Promote the development of leadership skills and provide individual supportive listening.
4. Be able to interact with members in a way that conveys support and demonstrates healthy behaviors.
5. Identify member/family/case manager needs. Assist when necessary and communicate those needs to the program director.
6. Assist with community outreach for new member referrals.
7. Perform proper record keeping including daily attendance, activity statistics, time sheets, and other duties as assigned.
8. Assist in preparing lunch, serving, and ordering kitchen supplies.
9. Drive a 12 passenger MHCCI van to facilitate outings and events. Supervise up to 12 individuals on the outings.
10. Assist the Program Director with intake duties while promoting our services to prospective members.
11. Participation in agency trainings and staff meetings.

### **Position Qualifications:**

1. Leadership skills to facilitate groups that are curriculum-based, topic-focused and also open forums.
2. 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.
3. The ability to pass a DCF Level II Background Screening.

### **Experience:**

- Behavioral Health – 1 year experience preferred.

### **Education:**

- High School or Equivalent

### **License:**

- Driver's License