

FAMILY RESOURCES, INC.
POSITION DESCRIPTION

Position Title: Facilitator

Program: SNAP Facilitator

Position Level: Facilitator

Reports to: SNAP Coordinator

POSITION FUNCTION OVERVIEW:

The SNAP facilitator is responsible for administering the SNAP curriculum to either the parent or child group during the 13-week SNAP group cycle. The facilitator must attend the 5- day core SNAP training and submit mock role-plays for each of the role-plays in the facilitator manual prior to the group cycle. In addition, before group begins, the facilitator will assist in gathering intake paperwork and performing assessments on SNAP families, meeting the families in the home or at a pre-determined community location of the family's choosing. During the group cycle, the facilitator will be responsible for arriving to group one hour ahead of time to pre-brief and set-up with the co-facilitator. The facilitator will as well stay after group for approximately 30 minutes to take down and pack materials. During the week, the facilitator will engage in SNAP meetings as necessary and weekly de-briefing sessions. In total, the facilitator commitment is approximately 5 hours per week.

PRIMARY DUTIES/RESPONSIBILITIES:

- Attend the 5-day core SNAP training (free, provided by the Department of Juvenile Justice).
- Participate in the intake and assessment process
- Demonstrate a commitment to the SNAP program and SNAP value
- Participate in a minimum of two 13-week group cycles
- Participate in weekly de-brief and pre-briefing sessions
- Participate in additional SNAP meetings as necessary and available
- Arrive to group no less than 1 hour prior to the beginning of group
- Engages in quarterly review process and other ongoing quality improvement measures to assess program performance and to ensure all contractual goals are met and required outcomes are obtained.
- Must be willing to be recorded during group facilitation.
- Submits weekly case notes and monthly reports to supervisor.
- Assists supervisor in producing overall monthly, quarterly, and semi-annual reports.
- Must be available to work evening hours to conduct group sessions.
- Must participate in weekly de-brief and pre-briefing sessions and other SNAP meetings as necessary.
- Must have reliable transportation.
- Other duties as assigned by supervisor.

QUALIFICATIONS REQUIRED:

- Experience working with at-risk children and families
- Ability to communicate effectively with a diverse group of individuals
- Ability to demonstrate active listening, validation and patience in a group setting
- Passion for intervention
- Possess excellent interpersonal, communication, organizational and time management skills.
- Ability to develop and maintain effective working relationships with individuals of various cultural and ethnic backgrounds to include minority populations.
- Must demonstrate awareness and acceptance of cultural differences of clients, staff and community contacts.
- Must demonstrate awareness acceptance, and willingness to work with the LGBTQ population.
- Must have a clear driving record, valid driver’s license, and current automobile insurance.

POSITIONS SUPERVISED:

None

Employee's Signature

Date

Employee Print Name

Supervisor's Signature

Date