



Job Description: Group Facilitator

Department: Day Program
Reports To: Staff Support Specialists
Prepared By: Administration
Prepared Date: February, 2015
Updated: April 2021
Approved By: Executive Director

SUMMARY

The primary responsibilities of the Group Facilitator will be to lead individual and group skills development activities.

ESSENTIAL DUTIES AND RESPONSIBILITIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Leads meaningful activities
- Communicates with teams
- Modifies activities, individualized to participant's needs/group needs
- Assesses program participants' strengths utilizing formal and informal measures
- Supports individuals and teams in the development of goals
- Advocates for individuals with disabilities
- Participates in a multi-disciplined self-directed team
- Maintains personal vehicle and driving eligibility in order to transport program participants
- Complies with policies addressing program participant rights, responsibilities, and confidentiality
- Establishes a positive, considerate, and collaborative relationship with program participants and team members, attending team meetings and being respectful of values and varying life styles
- Practices and implements the Nurtured Heart Approach
- Complies with required documentation standards
- Assists with physical needs of participants. This may include aiding participants in restroom, pushing, pulling, or lifting adaptive equipment, and/or transferring participants to and from vehicles before and after community outings; **lifting, pushing, pulling, or bending may be required**

COMPETENCIES

To perform the job successfully, an individual should demonstrate the following competencies:

Physical Ability- Must have capacity and stamina to provide physical assistance to program participants; ability to lift adaptive equipment and place in or out of a vehicle, pushing adaptive equipment, transferring individuals to and from wheelchairs, possible lifting of participants, assisting individuals with transferring to and from other mobility equipment (such as a Hoyer lift); performing physical behavior interventions. **NOTE: this list is not all inclusive as the individual needs of each participant vary.**

Problem Solving – Develops alternative solutions and interventions to participant issues, recognizes and responds to problems in early stages, collaborates with co-facilitator, supervisor, and teams to support participants, approaches problems with a solution-focused attitude.

Oral Communication – Remains active and engaged during group activities/presentations, actively listens and responds well to questions, communicates expectations clearly and consistently, and maintains appropriate and professional tone with team members.

Written Communications—Responds consistently and clearly to email communications, maintains professional and appropriate tone in all written correspondence with teams.

Teamwork – Promotes a culture built on integrity, collaboration, professionalism, and acceptance, gives and welcomes feedback, puts interests/needs of group above self-interest, asks for help when needed.

Judgment – Displays willingness to make decisions and try innovative interventions without much oversight, exhibits sound and accurate judgment, includes group members in decision making process when appropriate.

Planning & Organization—Uses time efficiently to complete planning, paperwork, and communication, plans for activities through advanced preparation of materials and resources, organizes and maintains a calendar in order to be prepared for team meetings, balances administrative tasks with responsibilities to group members.

Adaptability – Adapts to changes as they occur, manages competing demands between participant desires and job tasks, changes approach or intervention to best support the individual or team.

Dependability –Responds to participants with patience and consistency, keeps commitments to participants, teams, and special projects.

Participant Interactions—Encourages and supports engagements of participants during activities, maintains a calm presence during difficult and crisis situations, looks for and takes advantage of teachable moments.

Paperwork Efficacy—Paperwork is consistently turned in on time (DDF's, monthlies, etc.), paperwork is consistently turned in free of errors.

Effectiveness and Use of Curriculum/Activities—Follows the schedule clearly displayed in the room, demonstrates an effort to utilize curriculum and provide meaningful activities, adapts materials to meet the particular needs of the group, presents the material clearly and energetically, utilizes provided materials to complete activities.

Application of the Nurtured Heart Approach Basics—Demonstrates an effort to utilize NHA, refuses to energize negativity, super energizes success, establishes and implements clear limits and consequences, utilizes active and experiential recognitions.

EDUCATION AND/OR EXPERIENCE

High School Diploma, Bachelor's Degree preferred

CERTIFICATES, LICENSES, AND REGISTRATIONS

Ability to pass a criminal background check. Verification of a good driving record, driver's license, proof of insurance and reliable transportation.