

JOB DESCRIPTION

General Job Title: SFP Parent Facilitator

Original Date: 10/18/17

Revised Date

Unit: Community Health Outreach Programs

Department: CHOP

Basic Function and Scope of Responsibilities:

The Strengthening Families Program (SFP): For Parents and Youth 10-14 (SFP 10-14) requires facilitators to work with parents/caregivers and youth. In SFP 10-14, parents/caregivers meet in their own sessions during the first hour while youth meet separately. In the second hour, parents/caregivers and youth come together for family activities and projects.

Principal Responsibilities:

1. Present Basic concepts.
 2. Show session videotapes with timed discussion breaks.
 3. Lead discussions and activities.
 4. Share leadership and work with individual families as they have family discussions, complete projects, and complete learning activities together.
 5. Other duties as assigned.
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Education Requirements: Check the minimum level of formal education that is required to perform this job satisfactorily.

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|---|--|
| <input checked="" type="checkbox"/> High School Diploma or GED - Required | <input type="checkbox"/> Bachelor's Degree |
| <input type="checkbox"/> Vocational School or some college courses | <input type="checkbox"/> Master's Degree |
| <input type="checkbox"/> Associate's Degree, Trade or Technical School | <input type="checkbox"/> Doctoral Degree |

List specific examples of degree(s), area(s) of study, and/or licensure(s), denoting (R) if required or (P) if preferred

Training, Skills, Knowledge and/or Experience: List specific examples:

1. Ability to accept a variety of youth and parents.
 2. Strong presentation and facilitation skills and the ability to encourage participants to try new skills.
 3. Experience working with adult and youth groups.
 4. Enthusiasm for family skill-building programs and the ability to have fun with participants.
 5. Ability to be flexible with individuals and activities.
 6. Willingness to prepare before the session in order to lead effectively.
 7. Willingness to fill out any reporting requests and collect participant data.
 8. Willingness to teach the program as designed with fidelity.
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LICENSES, CERTIFICATES, OTHER REQUIREMENTS:

1. Must be a certified SFP Facilitator.
 2. Successfully clear a Washington State Patrol Background Screening.
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Supervisory Responsibility:

No supervisory responsibility

Provides guidance, leadership, or training to other employees (no direct supervision)

Directly responsible for supervising non-exempt, clerical, or office administrative personnel

Directly responsible for supervising exempt, professional, or technical employees

Directly responsible for supervising supervisory/managerial employees

Organizational Structure:

Job Title to which this position reports: Community Health Outreach Program (CHOP) Director

Job Titles directly reporting to this position:

Job Titles indirectly reporting to this position (e.g. Titles reporting to position's subordinates):

Working Conditions:

Please describe the following work conditions that are generally required to execute the principal duties of this position

Physical surroundings (e.g. office equipment): General office environment, school settings and community functions.

Adverse working environment (e.g. specify extent of exposure to noise, extreme temperature, dirt, dangerous machinery, or other hazardous conditions requiring safety adherence and/or PPE equipment): None

Physical Effort: (Specify repetitive lifting, bending, stooping, or other physical effort required): Must be physically able to sit for extended periods of time, up to 8 hours per day. Must be able to reach, push and pull with arms and hands. May be required to lift up to 25 pounds on occasion.

The above statements are intended to describe the general nature and level of work being performed by persons assigned to this position. They are not intended to be an exhaustive list of all associated responsibilities, skills, efforts, or working conditions. United General District 304, reserves the right to change, amend, add, delete, and otherwise assign any and all duties, responsibilities, and position titles as it deems necessary to meet the needs of the business.
