



JOB POSTING

Part-time Group Facilitator Parents Forever Program – Surrey, BC

JOB TITLE: Group Facilitator
START DATE: September 2018
REPORTS TO: Coordinator, Parent Services

SUMMARY OF RESPONSIBILITIES

Under the supervision of the Coordinator, the Group Facilitator manages a weekly Parents Forever support group and provides outreach support to parents/caregivers who are challenged by their adult child's use of alcohol and drugs. The Facilitator works with parents/caregivers in a group setting (with a co-facilitator or parent mentor) and provides individual support to parents on an as-needed basis.

JOB DUTIES

- Facilitates a weekly support group for parents/caregivers of adult children with addiction and mental health issues.
- Provides intake, orientation, and outreach support to parents/caregivers.
- Fosters a warm, supportive, and confidential atmosphere for participants.
- Participates in the development and delivery of educational material for the program.
- Maintains a thorough knowledge of community resources to meet participants' needs.
- Maintains up-to-date records on the group and any individuals receiving one-to-one support. Completes all required documentation.
- Participates in the evaluation of the program.
- Provides progress reports to the Coordinator and ensures that all program and client records are accurate, maintained, and completed in conformance with the funder's and accreditation standards.
- Safe guards participants' rights, including confidentiality.
- Connects with key community partners involved with families, and provides education and advocacy to other professionals, other agencies, and the community.
- Participates in Parents Services team meetings to consult, and share information, expertise, and best practice.
- Participates in staff training sessions and relevant education opportunities.
- Performs other related duties as required.

REQUIREMENTS

- Clean Criminal Record Check (Vulnerable Sector).
- A degree (BA) in counselling, social work or a related field, or the equivalent combination of education and experience.
- At least two years of related work experience.
- Understanding of the challenges related to parenting adult children who are struggling with addiction and mental health issues.
- Experienced in group facilitation and an understanding of group dynamics and problem solving
- Knowledge of intervention strategies and community resources for adults related to substance abuse and mental health issues.

ADDITIONAL ASSETS

- Knowledge and understanding of the philosophy of BGC's Parent Services.
- Good organizational and time management skills.
- Excellent communication skills (both written and verbal).
- The ability to work independently, as well as part of a cohesive team.
- Personal maturity, sound judgment, and excellent interpersonal skills.

This is an hourly part-time position between 7 to 10 hours per week involving evening work.

CLOSING DATE

This posting will remain open until the position is filled.

HOW TO APPLY

Please email a resume and cover letter to:
PF Facilitator Hiring Committee
mcrabtree@bgcbc.ca

Thank you in advance to all persons who apply for this position. Please note that only those selected for interview will be contacted.