

CARE House of Oakland County

Job Description

Position: Nurturing Parenting Program Facilitator

Responsibilities:

1. Assist program coordinator with outreach, recruitment, and enrollment of families for the group.
2. Assist program coordinator with data collection and required documentation for the program.
3. Assist program coordinator with implementation of the program on site including logistics (food, transportation, etc.).
4. Facilitate debrief sessions with volunteers and facilitators after each class.
5. Facilitate parent group as needed.
6. Provide community referrals as needed to group participants.
7. File reports based on knowledge or suspicion of abuse, in compliance with the Michigan Child Protection Law.
8. Perform all other duties as assigned.

Education Required:

Bachelor's degree in social work or other human services degree.

Experience Required:

A minimum of one year experience in facilitating a group, either a discussion group or treatment group.

Language Skills: Bilingual language skills are preferred.

Other Requirements:

Must have excellent written, verbal, and interpersonal communication skills. Must have knowledge regarding the dynamics of child abuse, crisis management skills, and knowledge of community resources. Must have a valid driver's license, reliable transportation, and proof of automobile insurance. Minimal travel to community agencies, training locations, and special events.

Date Prepared: October 11, 2018