



MOCA House Group Facilitator - Job Description

Group Facilitator(s) will report to the MOCA House Manager or Designee and be evaluated annually by the same, and shall have the following:

Qualifications:

- Associate Degree in Social Services, or pursuance of same;
- Knowledge of, or experience in, social group work;
- Must have a valid driver's license;
- Willingness and ability to be a team player.

Knowledge, Abilities, Behavior, and Skills:

1. Communication Skills such as:

- Facilitate and maintain productive communication while maintaining a professional, prosocial relationship with peers, staff, and community persons;
- Maintain appropriate professional boundaries with peers/participants;
- Ability to be empathic regarding peer's situations as appropriate;
- Interact professionally with all peers, colleagues, visitors, guests, crises and safety personnel.

2. Knowledge and Abilities

- Have a general knowledge of mental health diagnoses and symptomology;
- Teach recovery skills, formally and informally;
- Ability to assist peers in a supportive manner rather than advice-giving;
- Acknowledge peers prosocial behaviors and provide positive reinforcement for the same;
- Recognize disordered thinking/behaviors; address them in a positive and non-threatening manner;
- De-escalate potentially volatile situations when necessary;
- Facilitate peers' efforts to problem-solve situations to achieve positive results to life situations;
- Co-facilitate a variety of groups that lead to, and enhance member recovery such as: support, education, symptom management, life skills, work skills, responsibility, creating venues, social and physical activities;
- Maintain familiarity with community resources to refer as necessary;

3. Positive Attitude and Behavior Modeling such as:

- Reframe peer/participant negative thinking;
- Speak positively about peers/participants, the program, other staff and the organization;

4. Duties Include:

- Assist with peer intake process, review/explain policy and procedures, and provide orientation;
- Engage in outreach to participants such as sending greeting cards and making phone calls to peers expressing concerns as needed, etc.;
- Assist in planning and managing recovery-based programming including special events;
- Assist in cleaning of MOCA House program area;
- Ensure participant/peers' rights are upheld;
- Maintain participant and staff confidentiality;
- Attend and participate in staff meetings;
- Other duties as necessary and assigned.