



<b>Job Title:</b>	Student Support Group Contract Facilitator – start July 2023
<b>Reports To:</b>	Interim Program Coordinator for School-Based Services (temporarily)
<b>Work Schedule:</b>	Part-Time (at least 15 hours a week, possibly more)
<b>Level/Salary Range:</b>	Hourly
<b>Job Description</b>	
<b>SUMMARY</b> <p>Operating under the oversight of the Program Coordinator, the Student Support Group Contract Facilitator is responsible for facilitating Calm Waters student support groups, serving children and adolescent students who have experienced a loss due to death, divorce, or other significant loss.</p>	
<b><u>Essential Duties &amp; Responsibilities:</u></b>	
<b><i>Program and Administrative Duties</i></b>	
<ul style="list-style-type: none"><li>• Facilitate student grief support groups at elementary, middle, and/or high schools within Central Oklahoma.</li><li>• Respond to Student Support Group related phone calls and emails from parents/guardians, school counselors, etc.</li><li>• Update contact sheets when in contact with school counselors/school staff members regarding Student Support Groups.</li><li>• Check and update student support group registrations and rosters.</li><li>• Keep up to date records/logs of offsite work.</li><li>• Communicate and coordinate with School Counselors about scheduling groups.</li><li>• Provide feedback to Program Coordinator about student group curriculum.</li><li>• Attend student support group facilitator meetings scheduled by the Program Coordinator.</li></ul>	
<b>ADDITIONAL SKILLS AND ABILITIES REQUIRED</b>	
<ul style="list-style-type: none"><li>• Demonstrates excellent verbal and written communications and presentation skills</li><li>• Must be knowledgeable and proficient with Microsoft Office Suite and Adobe Suite or other design software</li><li>• Must be an innovative self-starter searching for ways to simplify processes and enhance programming</li><li>• Ability to work as a cooperative and supportive team member</li><li>• Ability to exercise discretion in handling confidential information and materials</li><li>• Ability to communicate effectively and respectfully with peers, volunteers, community partners and other stakeholders</li></ul>	
<b>EDUCATION AND/OR EXPERIENCE</b>	
Must be 21 years or older.	
Must be available during school hours.	
Prefer to have at least one year's experience working with children.	
Must have a high school diploma or GED.	
Must have an active driver's license and reliable transportation.	
<b>ADDITIONAL JOB REQUIREMENTS</b>	
Clearance of background check.	