



Job Title:	Student Support Group Contract Facilitator – start July 2024
Reports To:	Community-Based Program Coordinator
Work Schedule:	Part-Time (at least 15 hours a week, possibly more)
Level/Salary Range:	Hourly/Independent Contractor
Job Description	
<p>SUMMARY</p> <p>Operating under the oversight of the Community-Based 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> <p>Essential Duties & Responsibilities:</p> <p><i>Program and Administrative Duties</i></p> <ul style="list-style-type: none"> • Facilitate student grief support groups at elementary, middle, and/or high schools within Central Oklahoma. • Respond to Student Support Group related phone calls and emails school counselors. • Update contact sheets when in contact with school counselors/school staff members regarding Student Support Groups. • Keep up to date records/logs of group facilitation work (such as attendance, post-survey, etc.) and invoicing. • Communicate and coordinate with School Counselors about scheduled groups. • Provide feedback to Community-Based Program Coordinator about student group curriculum. • Attend student support group facilitator meetings and trainings scheduled by the Community-Based Program Coordinator. <p>ADDITIONAL SKILLS AND ABILITIES REQUIRED</p> <ul style="list-style-type: none"> • Demonstrates excellent verbal and written communications and presentation skills • Must be knowledgeable and proficient with Microsoft Office Suite and Adobe Suite or other design software • Must be an innovative self-starter searching for ways to simplify processes and enhance programming • Ability to work as a cooperative and supportive team member • Ability to exercise discretion in handling confidential information and materials • Ability to communicate effectively and respectfully with peers, volunteers, community partners and other stakeholders <p>EDUCATION AND/OR EXPERIENCE</p> <p>Must be 21 years or older.</p> <p>Must be available during school hours.</p> <p>Prefer to have at least one year’s experience working with children.</p> <p>Must have a high school diploma or GED.</p> <p>Must have an active driver’s license and reliable transportation.</p> <p>ADDITIONAL JOB REQUIREMENTS</p> <p>Clearance of background check.</p>	