

Position Description

The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

General Information		
Position Title: Program Facilitator (Anger Management)	Location: Main Office/Program Site(s)	Date: January 11, 2017
Reporting Relationship(s): Position reports to the Director, Operations		FLSA Classification: Non-Exempt

General Summary

Program facilitators educate the community through approved anger management curriculum in six week course based on components of cognitive behavioral therapy.

Duties and Responsibilities

1. Prepare room for workshop
2. Facilitate workshops based on established curriculum
3. Attend training meetings, as needed
4. Maintain communication with program assistant
5. Facilitate completion of program evaluations
6. Return attendance sheets and evaluations to program manager
7. Perform other duties as needed and/or assigned

Education Requirements

Master's degree in mental health related field or Bachelor's degree with a minimum of 5 years' experience in mental health/program area preferred.

Previous Experience Requirement

Significant (3-5 years) experience facilitating groups with adults

Knowledge and Skills Needed to Perform Effectively in this Position

Excellent organizational and oral communication skills; Ability to use training technology

Additional Requirements

- Must have reliable transportation to site for training
- This position description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.
- This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship.

Physical Dimensions (Job-related physical abilities an individual needs to possess in order to perform the job in a satisfactory manner)

- The position will require long hours sitting and using office equipment and computers
- All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.