

**CLACKAMAS WOMEN'S SERVICES
POSITION DESCRIPTION**

POSITION: Volunteer Support Group Facilitator
STATUS: Volunteer
HOURS: Approximately 10 hrs/month
RESPONSIBLE TO: Counseling and Support Groups Program Manager

Scope of Duties:

Responsible for co-facilitating (with another volunteer) support groups in the community. Support group topics may be general DV groups or have a specific population focus depending on the interests and skills of the facilitators.

Specific Responsibilities:

1. Prepare relevant informational materials before each group meeting.
2. In weekly support groups:
 - Establish and maintain group rules including confidentiality among participants.
 - Create and maintain a safe space at group for participants to share their feelings, experiences, etc.
 - Facilitate sharing of personal information from all participants by respectfully monitoring speaking time and encouraging input from all present.
 - Maintain primary focus in groups on participants and their needs.
 - Build community among participants.
 - Raise awareness and refer participants to other appropriate resources.
3. Attend group weekly and wait for participants for at least 30 minutes.
4. Check in with Counseling and Support Groups Program Manager and co-facilitator on a weekly basis.
5. Communicate with Crisis Line staff, Counseling and Support Groups Program Manager, and Support Group Relief Staff Volunteers if unable to attend a group meeting, or if group is cancelled for the day due to low attendance.
6. Communicate with Crisis Line staff and/or Counseling and Support Groups Program Manager in case of an emergency.
7. Make a good faith effort to attend quarterly Support Group Facilitator Meetings.
8. Mail intake sheets to Counseling and Support Group Program Manager within 24 hours of new participant attending group.
9. Send in hours log and support group attendance sheets at the first of the month (no later than the 5th).
10. Be part of the CWS Support Group Facilitator Google Group.
11. Provide feedback and guidance for Relief Staff Facilitators as they complete shadow shifts.
12. Follow all CWS Support Groups Policies and Procedures.

Qualifications:

- Completed the 40hr. Domestic Violence Advocacy Training.
- Completed an additional Support Group Facilitator Training, as well as three shadow shifts.
- Consistent commitment to be present at weekly groups, or notify direct supervisor/crisis line about changes.
- Ability to work with another facilitator as a team.
- Has the ability to effectively present information.
- Has the ability to lead a group by primarily listening and supporting group members.
- Commitment to raising awareness about violence and the services of CWS.
- Commitment to social change (ending violence against women and children).
- Commitment to address oppression issues that are connected to this work including racism, sexism, homophobia, ableism, ageism, and other prejudicial views.

Signature

Date

Counseling and Support Groups Program Manager Date