

## **Job Title: Qualified Professional Facilitator**

### **Job Summary:**

Responsible for leading and managing group discussions, meetings, and workshops. Will have excellent communication skills, be able to build rapport with targeted K-12 student participants and have experience in facilitation.

### **Requirements:**

- Completion of a Bachelors Degree in a Human Service field with 2 years of post Bachelors experience with Mental Health population; meets requirements under 10A NCAC 27G.0104 as a Qualified Professional for Mental Health and a minimum of two (2) years documented experience with children, adolescents, and families.
- Proven experience in facilitation, with a strong track record of success in leading group discussions and workshops for targeted K-12 student populations.
- Excellent communication and interpersonal skills, with the ability to build rapport with diverse audiences.
- Strong organizational and time-management skills, with the ability to manage multiple projects and deadlines.
- Proficiency in Microsoft Office Suite and other relevant software.
- Ability to work independently or as part of a team.
- Flexibility to work outside of normal business hours if required.
- Knowledge of human services and NH/DD/SAS network
- Knowledge of State Services and Definitions as outlined in MH/DD/SAS
- Knowledge of basic office practices and procedures including record keeping and filing systems
- Knowledge of clinical diagnosis and treatments

### **Key Responsibilities:**

- Creates a nurturing environment to support children and students social, emotional, and behavioral needs; plans and coordinates group discussions, meetings, and workshops to achieve the desired outcomes.
- Develops agendas and facilitates group discussions while ensuring that everyone participates and that the activities stay on track to systematically promote positive social, emotional, and behavioral development.
- Develops the initial Person-Centered Plan (PCP) and its ongoing revisions and ensures its implementation
- Consults with identified medical and non-medical providers, engages community and natural supports, and includes their input in the PCP process
- Completes functional needs assessment(s) to determine the scope and anticipated outcomes to the services
- Handles any conflicts that may arise during the discussion and works to find common ground.
- Prepares and distributes materials necessary for the meeting, such as handouts, presentations, and training materials.
- Follows-up with students after the discussion to ensure that they understand the next steps and any action items.
- Participates in meetings, evaluates the effectiveness of the facilitation and make recommendations for future improvements. Uses data for decision making to promote equitable implementation and outcomes.
- Performs Case Management functions of linking and arranging for services and referrals