



Program Facilitator & Trainer: Licensed Clinician/Social Worker Preferred

Non-profit organization seeks a Licensed Masters level bi-lingual (English-Spanish) human service professional, to facilitate experiential parenting groups, lead professional development training and contribute to overall program goals.

Parenting Journey's mission is to create safer, more resilient families by supporting them in developing the inner strengths, life skills, and networks of resources they need to succeed.

ABOUT THE ORGANIZATION

At Parenting Journey (PJ), we are working towards the day when every family has what they need to thrive and succeed. Our work is rooted in the belief that all parents want what is best for their children; but, we also recognize that some parents cannot reach their full potential because of layers of injustice that disproportionately impact communities of color, low-income families, and immigrants. In response to intergenerational trauma caused by racism and poverty, our evidence-based programs cultivate the inherent strengths and capabilities of parents because research shows improved mental health and wellbeing for parents also translates to better outcomes for children and families. We use evidence-based interventions that prove that the entire family thrives when parents adapt to stress, decrease anxiety, and have healthy interactions with others. In 2017, through rigorous research we proved that the PJ model is an effective parenting intervention that significantly reduces stress and promotes family and child well-being.

Since its founding 35 years ago, PJ has refined and adapted its model and program offerings to best partner with families and communities. Today, PJ uses an interdisciplinary approach to create change in individuals, institutions, and state and local policy to uplift families and ensure that we live in a society where everyone thrives. In 2018 we launched a new service delivery model aimed at accelerating change by embedding our services and approach into the infrastructure of allied organizations. We work with over 2,000 staff at nearly 300 organizations across Massachusetts, New York, and Washington DC to deliver high-impact programs that touch families throughout the Northeast.

THE POSITION

Reporting to the Clinical Director (CD), the Program Facilitator & Trainer will support Parenting Journey's annual goals of both providing direct services within the organization and as needed at alternative sites in concert with Partner Organizations. This role requires an experienced human services professional that is capable of understanding the core principles that define PJ programs, as well as a consideration of the environments in which parents, families and trainees function. This organized and resourceful individual possesses group facilitation and teaching skills, as well as clinical understanding. S/he has strong emotional intelligence, self-motivation and effective communication skills to execute trainings and workshops utilizing PJ's evidenced-based curriculum. The individual should have a masters degree in Social Work, Counseling, Psychology or similar degree, licensure preferred. There should also be a demonstrated capacity to work collaboratively with a variety of people including co-facilitators and trainers, PJ staff and partner organizations. As a member of the Parenting Journey Program Team, the Program Facilitator & Trainer will also work collaboratively with other teams to identify key learnings related to evidence-based group work and trainings, and in developing new and/or enhanced program materials.

GENERAL RESPONSIBILITIES

This full-time position reports directly to the Clinical Director, and encompasses four primary accountabilities:

1. Facilitate Parenting Journey Groups based in the home office:

In this role support Parenting Journey's mission critical work of facilitating Parenting Journey groups to diverse groups of parents, in accordance with approved curricula and in adherence to model fidelity.

- Participate in agency outreach efforts
- Review and discuss considerations with co-facilitator (when applicable)
- Complete required documentation, including sign-in sheets, group notes, fidelity check lists, etc.
- Facilitate group with fidelity to PJ curriculum & model PJ principles

- Bring any challenges with participants to the attention of co-facilitator and Clinical Director for support and to brainstorm possible solutions
 - Encourage participants to complete intake & evaluation forms and the like to ensure accurate data collection and tracking
 - Maintain warm, welcoming and respectful rapport with all participants
 - Maintain professional boundaries within the context of PJ self-disclosure
 - Adhere to all agency policies and procedures including DCF reporting requirements
2. *Execute Parenting Journey trainings in accordance with approved guidances and in keeping with all Parenting Journey training standards:*
- Provide training only for those curricula in which s/he has been trained.
 - Upon scheduling of a training assignment, is responsible for planning and executing trainings at designated site.
 - Prep for each training session in concert with co-trainer(s), when applicable, and with Administrative support person well in advance of commencement of training including but not limited to the following:
 - Co-facilitation considerations with co-trainer, including:
 - Review guidances and reach consensus on division of labor for large group sessions
 - Meet with Admin support and co-trainers in advance in order to review materials, messaging, logistics and evaluation protocols
 - During the course of the training:
 - Adhere to PJ training guidances
 - Deliver training in the manner of modeling PJ principles
 - Bring any challenges with participants to the attention of co-facilitator and as relevant Program Director and/or Clinical Director for support and to brainstorm possible solutions
 - Communicate with co-facilitator throughout course of training, including daily prep and debrief
 - Engage with participants to demonstrate how programing is incorporated into every daily activities (Ritual Questions, etc.)
 - Following training:
 - Complete all necessary follow-up forms, protocols, and debriefs
3. *Provide Parenting Journey services in conjunction with partner organizations; periodically will be called on to provide groups and/or training at sites other than Parenting Journey.*
- Deliver group(s) and/or training(s) in adherence to previously mentioned standards and procedures.
 - Additional considerations:
 - With guidance from Program Director adhere to provisions of partner specific MOUs.
 - Include pertinent PJ staff in any requests for additional services from partner organizations.
 - Liaison with partner organizations throughout the relationship.
4. *Additional Responsibilities as assigned dependent upon needs of organization may include, but are not limited to, curriculum development, contributions to work groups as well as on-going committees, supervising interns, representing organization at public engagements, etc.*

CORE COMPETENCIES

Critical core competencies for successful performance in this role are:

- Highly-developed communications skills (written/verbal) and interpersonal savvy
- High integrity, sound judgment, enthusiasm and optimism
- Ability to value diverse perspectives and treat all persons with dignity and respect.
- Unquestionable personal code of ethics, diversity and trust
- Creative and out-the box problem solver with strong strategic and tactical sense.
- Ability to think on feet, go with the flow and still achieve programmatic objectives
- Ability to teach clinically oriented programs
- Familiarity with the development of teaching goals and the delivery of learning objectives to training participants
- Ability to work in close collaboration with leadership

THE IDEAL CANDIDATE

The Parenting Journey Facilitator/Trainer must be a creative problem solver with a strong strategic and tactical sense. The successful candidate will have a proven ability to:

- Create and foster a healthy and positive work environment
- Effectively communicate tasks to other co-workers as needed and follow directors accurately.
- Manage multiple tasks and priorities simultaneously and consistently meet all deadlines.
- Work independently, be well organized, and highly detailed.
- Experienced human service professional with a demonstrated ability to embody our approach to working with families.

QUALIFICATIONS

- Masters degree in Social Work, Counseling, Psychology or similar degree, licensure preferred
- 3+ years working in a community-based program setting, non-profit sector
- Bilingual (English-Spanish)
- Group facilitation and training experience required
- Teaching and/or training experience
- Knowledge of non-profit environments and social justice landscape
- Significant experience working with marginalized populations
- Reliable transportation and ability to travel within a community
- Strong computer literacy in Microsoft office suite; additional experience using Salesforce or other CRM preferred
- Some flexibility of hours needed: evening hours required
- Proven track record of achieving results and working independently

JOB TYPE: Full-time

SALARY RANGE: \$55-\$57,000 Commensurate with Experience

TO APPLY

Parenting Journey is an equal opportunity employer and all qualified candidates are encouraged to apply. We celebrate diversity and are committed to creating an inclusive environment for all employees. **Please email a cover letter and resume to the Clinical Director, Cristina Pachano at cpachano@parentingjourney.org. Position open until filled.** For more information about Parenting Journey, please visit our website at www.parentingjourney.org.