



Peaceful Family Solutions is the only organization in Oklahoma offering the Hazeldon Betty Ford Clinic's Children's Program curriculum also offered in Dallas, Los Angeles and Denver. Children with parents who are drug or alcohol-addicted are survivors. They are strong and resilient. PFS provides them the tools they need to heal and break the cycle of addiction while helping parents and guardians forge a new path for their families using peer-to- peer curriculum created by the US Department of Substance Abuse and Mental Health.

Peaceful Family Solutions has scheduled 24 Children's Programs for the 2021 calendar year and we invite mental health professionals to turn your expertise and skills into healing and hope for children (ages 7 – 12) impacted by their family's drug or alcohol addiction as a **Part-Time Program Facilitator**.

With around two programs offered per month, the position is part-time and intermittent, which is ideal for candidates who have a passion for changing lives and may be employed full-or-part-time in another field, looking for supplemental employment, or have a personal connection to our mission to break the cycle of addiction in families. Applicants are not expected to work every scheduled program.

Program Facilitators work in teams with the children, and often work independently with the adults, directly following the evidence-based facilitation guide. The Children's Program totals approximately 24 hours typically held Thursday-Sunday or Wednesday-Saturday with children and their caregivers Program Facilitators are required to engage in program preparation and follow-up for approximately 6 hours, for a total of approximately 30 working hours per 4-day Children's Program.

Peaceful Family Solutions is seeking 2-4 Program Facilitators for 2021. Applicants must be available to participate in paid training November 19-22, 2020 or December 2020 (dates TBD). For the health and safety for all, COVID-19 precautions will be observed.



**PEACEFUL FAMILY SOLUTIONS**  
HEALING AND PREVENTION SERVICES FOR FAMILIES OF ADDICTION

## Job Description

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<b>Position</b>	<b>Part-Time Program Facilitator</b>
<b>Duties and Responsibilities</b>	<ul style="list-style-type: none"><li>• Within the evidence-based curriculum of the agency, carry out scheduled programs for children, guardians, and their families.</li><li>• Coordinate the necessary administrative tasks related to PFS program.</li><li>• Assure the safety of the PFS participants at all times while maintaining a visible presence during the program.</li><li>• Participate in program preparation and debriefing with PFS staff and other facilitators.</li><li>• Adhere to PFS policy, procedures and the professional code of ethics.</li><li>• Connect families with needed and available community resources if needed.</li><li>• Actively engage with PFS volunteers, program alumni, partnering organizations if needed.</li></ul>
<b>Qualifications for Position</b>	<p>The Program Facilitator will be thoroughly committed to Peaceful Family Solutions' mission. All candidates should have concrete demonstrable experience and other qualifications that include:</p> <ul style="list-style-type: none"><li>• Advanced or Bachelor's degree, ideally a Masters in behavioral health, social work or related degree,</li><li>• Knowledge of counseling/social work practices with high risk populations,</li><li>• Experience working with persons in crisis,</li><li>• Ability to directly facilitate groups of children, parents and guardians using PFS curriculum,</li><li>• Excellence in program delivery with the ability to evaluate and adjust based upon participant needs.</li></ul>

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	<ul style="list-style-type: none"> <li>• Passion, idealism, integrity, positive attitude, mission driven, and self-driven, and,</li> <li>• Minimum two years freedom from chemical use problems.</li> </ul>
<b>Supervisory Relationships</b>	<ul style="list-style-type: none"> <li>• Reports to Executive Director.</li> <li>• Schedules and works in partnership with Program Director, Program Facilitators and volunteers.</li> </ul>
<b>Required Skills &amp; Knowledge</b>	<ul style="list-style-type: none"> <li>• Knowledge of addiction and trauma. Applicants living in recovery are encouraged to apply.</li> <li>• Knowledge of program management.</li> <li>• Knowledge of family systems.</li> <li>• Strong verbal communication skills, ability to establish rapport.</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• 2 years' experience in program facilitation and working directly with children and families is preferred, but recent college graduates in related degree fields would be considered.</li> </ul>
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Adaptability.</li> <li>• Ability to work independently with strong sense of focus, task-oriented, nonjudgmental, open personal qualities, clear sense of boundaries.</li> <li>• Ability to work in a variety of settings with culturally-diverse families and communities with the ability to be culturally sensitive and appropriate.</li> <li>• Ability to legally operate a motor vehicle and provide own transportation to the PFS office and to transport participants by van to and from activities.</li> <li>• Ability to work well with a team.</li> <li>• Ability to maintain clear professional, ethical boundaries between self and clients.</li> <li>• Background check required.</li> <li>• Ability to pass a background check.</li> <li>• Ability to maintain a nontraditional schedule with great flexibility.</li> </ul>
<b>Employee Category</b>	<ul style="list-style-type: none"> <li>• Contract Employee</li> </ul>

11.3.2020