



JOB POSTING

Position title: Support Group and Activities Specialist (Mid Cumberland k)

The Support Group and Activities Specialist is responsible for planning, coordination, and co-facilitation of support groups and enrichment activities for the Relative Caregiver Program. This Support Group and Activities Specialist plans for group, seeks out, writes and develops curriculum for the groups, and provides materials for the group. This position trains staff and interns and volunteers on the curriculum used for groups; also coordinates and plans enrichment activities. **This position serves the Mid Cumberland Region. Some travel may be required in this region.**

Duties and Responsibilities

- Plan, implement, and coordinate support groups.
- Co-facilitate support groups.
- Seek out and create trauma focused curriculum for support groups.
- Recruit participants for support groups and other relative caregiver activities (in person and virtual).
- Identify needs of caregivers and link them to appropriate relative caregiver staff.
- Maintain records and track services provided.
- Train staff, volunteers and interns on curriculum and facilitating of groups.
- Coordinate transportation, food, location and materials needed for groups, enrichments and educational opportunities.
- Plans and coordinates the enrichment program, including youth and teen enrichments, caregiver enrichments and whole family enrichments (in person and virtual).
- Maintains contact with families and tracks reservations for programming
- Maintains and creates relative caregiver social media platforms
- Submits required monthly and quarterly data to the Program Supervisor in a timely manner.
- Assist with training others on how to develop caregiver support groups in the community.
- Attend scheduled staff meetings, trainings, and other agency/program meetings as scheduled.
- Attend team meetings and serves as a leader and resource to other team members.
- Create and distribute monthly newsletter
- Perform other duties as assigned.
- Regular attendance during office hours and reliable transportation required.

Requirements: This position requires a Bachelor's degree in Social Work or a related field. Experience in creating trauma focused support group curriculum, planning and facilitating groups preferred.

Submit resume to hrdept@fcsnashville.org

EOE M/F/D/V