

**JOB DESCRIPTION – FACILITATOR – CFT MEETING FACILITATION PROGRAM**

**Title:** Facilitator – CFT Meeting Facilitation Program

**Responsible To:** Lead CFT Facilitator

**Employment Status:** Non-Exempt, Full - Time

**Department:** Child and Family Team (CFT) Meeting Facilitation Program

---

**Job Summary:**

The CFT Facilitator is responsible for Child and Family Team Meeting Facilitation to include all aspects of meeting scheduling (location, venue and time) with assigned families in accordance with published CFT standards and principles. Under the direction of the Lead CFT Facilitator, the Facilitator develops an individualized plan to meet the goals of the youth and family. The plan should be designed to capitalize on the strengths of assigned families while insuring coordination of both professionally based and community-based supports. The Facilitator is responsible for insuring that there is only one CFT Team process per family to improve family engagement, and to improve transition to a permanent, loving home at the earliest possible time.

**Duties and Responsibilities:**

**Meeting Scheduling and Preparation:** 1) Assumes responsibility for ensuring the CFT team meetings are held for assigned families in accordance with program guidelines and within defined timelines. 2) Contacts assigned families to determine location for CFT team meetings and ensures CFT location is appropriate and provides a safe environment for all meeting participants. 3) Collects information in advance from families, youth, referral source, and other community professionals and providers to develop a meeting agenda in advance of the meeting. 4) Coordinates all activities to ensure maximum attendance at the CFT meetings.

**Plan Development and Distribution of Meeting Minutes:** 1) Facilitates the CFT team meeting, engaging all team members to develop the individualized plan for services using approved methodology and plan templates. 2) Ensures through the course of the meeting that the plan for services includes necessary detail and action steps so that team members are aware of their assigned actions and task. 3) Ensures that the family receives a copy of the plan prior to departing the meeting. 4) Distributes the plan to all other team members via HIPAA compliant methods within three days of the CFT completion.

**Confidentiality:** 1) Ensures that all team members receive notification of all the applicable confidentiality laws. 2) Ensures all necessary confidentiality agreements are signed for each

team member and retained in the family's case file. 3) Ensures all necessary Release of Information forms for all team members are in place prior to any protected health information being shared between team members either at a CFT meeting or in preparation for that meeting.

**Administrative:** 1) Participates in Agency and inter-agency committees as needed to promote CFT meeting facilitation fidelity and community-based practices. 2) Completes necessary paperwork required for job duties. 3) Participates in on-going trainings and professional development opportunities that will enhance the quality of the program.

**Professional Development:** 1) Participates in weekly supervision and weekly program meetings. 2) Participates in Agency mandated trainings and may provide trainings as assigned.

**Professional Conduct:** 1) Maintains excellent professional boundaries and adheres to all professional ethical standards including abuse reporting, maintenance of employee (participant when applicable) confidentiality. 2) Adheres to all Agency and program policies including Boundary Code of Ethics, Core Competencies, Code of Conduct, Employee Handbook and state and federal regulations.

**Other Duties:** 1) Other related duties as assigned. 2) Must drive on Agency business as required.

### **Minimum Qualifications:**

#### *Required*

1. B.A. Degree. in related field (social work, counseling, psychology, criminal justice).
2. A minimum of one (1) year of supervisory/management experience in a child welfare, probation or behavioral health setting required; relevant leadership experience may be considered.
3. One (1) year of experience as a facilitator working with diverse groups, including youth, parents, substitute care providers, child welfare or probation department staff, mental health providers and community-based organizations.
4. Demonstrated cultural responsiveness in working with diverse participants, families and communities.
5. Demonstrated understanding of the developmental milestones of children, youth, or young adults to provide to provide care, treatment and services.
6. Demonstrated ability to utilize de-escalation techniques that align with the trauma informed care model as part of intervention strategy for working with participants in crisis who are responding to triggers/stressors and/or demonstrating early indicators of distress.
7. Basic computer and keyboarding competence with the ability to use Microsoft Office Suite and/or competency with electronic clinical documentation systems.
8. Clean driving record; current CA Driver's License or ability to obtain one within 10 days after hired.

#### *Preferred*

1. B.A. Degree. in related field (social work, counseling, psychology, criminal justice).

2. Experience advocating, preferably as the family member, for someone who has received mental health or other services, and/or experience as a parent who has received services for a special needs child and/or experience as a consumer of services.
3. Uses a strength-based, culturally competent approach to job activities, participant and community service.
4. Bilingual skills in a threshold language as defined by contract (bilingual skills may be required by the contract).

### **Physical Demands:**

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals to perform the essential functions. The noise level in the work environment is usually quiet and, at all times is maintained within safe California Division of Occupational Safety and Health (CAL/OSHA) standards.

### **Communication**

1. Communicates clearly and effectively, both verbally and in writing, with co-workers, supervisors, youth and community members.
2. Prepares clear and concisely written reports and summaries.
3. Must be computer proficient and be able to work on a computer for up to 20 hours per week
4. Must be able to comprehend, follow, and clearly convey instructions to others.

### **Physical Activities**

1. Must be able to handle or manipulate objects, tools, and operate controls.
2. Must be able to reach for, store and retrieve stacked items.
3. Must be able to push, pull, lift, bend, and/or carry up to 20 lbs.
4. Must be licensed and have the ability and skill to drive a car.
5. Must be able to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard.

---

I have read and understand the duties and responsibilities for the position of Facilitator - Family and Team Facilitation. I understand that this job description should in no way be construed as a contract for employment, but rather is intended to indicate the general nature and level of work to be performed. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to or from this job at any time. It is not designed to contain nor be interpreted as a comprehensive account of all the responsibilities and/or qualifications required of an employee assigned to this job. These job duties may be subject to change at any time due to reasonable accommodation or other reasons. Further, I understand that if I have any

physical limitations or require any accommodations in order to perform the essential functions of my job, I must immediately inform my manager and/or Human Resources.

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_