



Greater Oregon Behavioral Health, Inc.

Job Description

Job Title: Triple P Facilitator

Department: Early Childhood

Reports to: Triple P Program Manager

Effective Date:

FLSA Status: MOU / As Needed

Job Summary:

The Triple P Facilitator is a key contractor position that is responsible for providing both individual and group parent education sessions, primarily in the evening and weekends, with daytime occasionally being a request. This position will be highly visible and deliver education to multiple parties and partner with the community. Working with individuals and groups, the Triple P Facilitator will contribute to enhancing parent skills and improve their ability to parent with a positive approach.

Essential Job Functions and Duties:

- Deliver individual and group parent education sessions virtually and over the phone, in-person if agreed upon by both parties
- Availability during evenings and weekends
- Document sessions and provide communications to Triple P Program Manager after each session
- Knowledgeable about computers, how to collect data, and enter into the database.
- Complete and provide reports in a timely manner or as assigned.
- Technology savvy. Creative thinking. Must have the ability to facilitate small and large group audiences.
- Adhere to all applicable federal and state laws, governing licensing or certification board's regulations, and profession's code of ethics.

Required Skills/Abilities:

- Excellent interpersonal communication skills, both verbal and written.
- Flexible; able to multi-task in response to time-sensitive and changing situations.
- Effective listening skills.
- Objective, solution-oriented problem solving skills.
- Handles highly sensitive and confidential information.
- Resourceful, able to network and connect people to appropriate resources.
- Technology savvy, comfortable using MS software products.
- Strong planning and organizational skills and follows through.
- Effective presentation skills, including public speaking and meeting facilitation.
- Resilient, stays positive.
- Maintain professional appearance for virtual and in-person meetings.
- Maintain a good driving record and have access to a reliable vehicle.

Education and Experience:

High school diploma or equivalent.

Bachelor degree preferred, or equivalent experience.

At least one year related experience required.

Triple P accredited preferred.

Bilingual (Spanish) preferred.

Physical Requirements:

Prolonged periods of sitting at a desk and working on a computer.

Driving and walking to and from appointments.

Standing while doing presentations.

Must be able to lift up to 25 pounds at times.

Employee Signature

Date

Print Employee Name