



MAUI FAMILY SUPPORT SERVICES, INC.
JOB DESCRIPTION

`Ohana Group Facilitator

Job Title: `Ohana Group Facilitator
Department: Ho`owaiwai Kaiāulu Project –
`Ohana Groups
Reports to: Associate Program Director
FLSA Status: Non-Exempt
Prepared By: Associate Program Director
Prepared Date: 9/29/2021
Revised Date: 1/20/2022

Approved By: _____ Date: _____
Chief Executive Officer

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

Summary:

Under the direction of the Associate Program Director the `Ohana Group Facilitator, is responsible for providing learning through play experiences for parents and children that support positive parent child interactions. Services are provided in the form of in-person community-based groups with parents and children as well as virtual groups. The `Ohana Group sessions are to provide topics that include literacy, parenting, and financial literacy. The `Ohana Group Facilitator will work closely with the Child Development Specialist (CDS) to provide services. Services may also be provided as one-on-one services with families, as needed, to provide resource information and other supports that promote healthy child development and healthy family functioning

Essential Duties and Responsibilities:

1. Collaborate with families to develop activities/lessons that support positive development for children ages 0-5.
2. Travel to designated Maui locations and provide learning activities/lessons for participants, and promote program goals.
3. Plan and prepare for in-person and virtual group sessions that provide educational and emotional support for families/caregivers and children.

MAUI FAMILY SUPPORT SERVICES, INC.
JOB DESCRIPTION

`Ohana Group Facilitator

4. Work with the program Child Development Specialist, and other agency staff, to collect observational data to support identifying resources and supports for child and family.
5. Create promotional materials and participate in outreach opportunities to share about services.
6. Receive online program registration and communicate with interested parents.
7. Provide routine in-person and virtual meeting times for families/caregivers and children.
8. Provide one-on-one support to parents/families as needed based on family requests.
9. Complete timely reports of activities utilizing data collection and reporting tools.
10. Meets with the Associate Program Director on a weekly basis to ensure that services are meeting the goals and objectives program and address needs or concerns and receive training as needed.
11. Participates in designated Ho'owaiwai Kaiāulu meetings.
12. Performs other related duties as assigned.

Necessary Skills:

1. Has working knowledge of parent-child interaction; developmentally-appropriate practices for working with infants, toddlers, and young children, including those with special needs; adult learning principles and the dynamics of child abuse and neglect. Applies this information in working with parents.
2. Able to identify possible community resources for families in crisis and provide support with the referral process.
3. Understands and maintains confidentiality of family records and all related information.
4. Demonstrates ability to work with other in-house personnel and/or service providers as part of a team, and with maturity in interpersonal staff relationships.
5. Demonstrates organizational skills in independently managing workload and related responsibilities, including planning and evaluating with team members to create and implement successful services to families.
6. Recognizes need for professional intervention and makes appropriate and effective referrals in conjunction with input from the CDS and Associate Program Director.
7. Work effectively with employees from other agencies and members of community groups.

MAUI FAMILY SUPPORT SERVICES, INC.
JOB DESCRIPTION

`Ohana Group Facilitator

8. PCGSP must maintain a flexible work schedule of work hours, as necessary, in order to provide needed and timely service during evenings, weekends, and holidays. This may be at the request of the participant or the Agency.
9. Participates as an Agency representative in the community through speaking engagements and as assigned.
10. Demonstrates the ability to handle stressful situations
11. Demonstrates respect and acceptance of diverse health and parenting beliefs.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Other qualifications listed below are needed to adequately fulfill essential job duties. This position requires ability to transport participants on an as needed basis. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Current and valid driver's license.
- Current and clean driver's abstract.
- Current automobile insurance and safety inspection.
- Current CPR/First Aid certification.
- Current TB clearance.

Education and/or Experience:

High school diploma or GED equivalent; Child Development Associate (CDA) Credential or comparable credential preferred.

A minimum of three years of experience working in early childhood education or with human services programs and/or equivalent experience through related position required.

Language Skills:

Ability to read, analyze, and interpret technical procedures or governmental regulations. Ability to write reports. Ability to effectively present and respond to questions from the management staff, governing body, Policy Council, and/or the federal oversight agency.

MAUI FAMILY SUPPORT SERVICES, INC.
JOB DESCRIPTION

`Ohana Group Facilitator

Reasoning Ability:

Ability to solve practical problems and deal with a number of variables that may arise. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Physical Demands:

The physical demands 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 with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, talk, and listen. Mostly sedentary work, occasional reaching, stooping, bending, kneeling, or crouching. The employee should have manual dexterity to accomplish all aspects of clerical functions of job, as well as educating parents in baby care. The employee may occasionally lift and/or move up to 15 pounds. Specific vision abilities required by this job include close vision and ability to adjust focus.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. There is little to moderate exposure to temperature, noise or environmental extremes. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employee Standards

Customary Compliance

1. Adheres to administrative and program rules, policies, procedures, and objectives.
2. Assists in the care and maintenance of program equipment and supplies.
3. Consistently reports to work on time and ready to work at the appointed start time.
4. Provides proper notification when late or absent.
5. Adheres to and abides by the agency's Code of Ethics.
6. Reports to work well-groomed and in compliance with the agency's dress code.

Fiscal Responsibility

1. Adheres to productivity guidelines for program and agency.
2. Manages equipment, materials, supplies, and time within budget.

Performance Quality Improvement

1. Uses the values, philosophy, tools, and techniques of PQI to support the organization's quality in all daily work.
2. Actively participates in PQI education and assures staff receives relevant training.
3. Actively participates in committees, teams, and task-forces as requested.
4. Develops action plans for performance improvement and understands what is necessary in order

MAUI FAMILY SUPPORT SERVICES, INC.
JOB DESCRIPTION

`Ohana Group Facilitator

to meet participant's need and expectations.

Mission

1. Demonstrates the ability to interact in a positive and helpful manner with participants, visitors, volunteers and staff.
2. Respects the dignity of all by maintaining their privacy, respecting confidentiality, and maintaining appropriate boundaries.
3. Exhibits a commitment to the organization's mission.
4. Reflects commitment to building a supportive work environment and maintains a positive attitude in the workplace and toward the job.
5. Projects a good image in dealing with the public and is willing to make an extra effort to help build a quality and caring social services organization.
6. Demonstrates the ability and sensitivity to work with diverse cultures within the community.

Effective Communication

1. Demonstrates effective communication skills by conveying necessary information accurately and concisely, listening effectively, and asking pertinent questions.
2. Communicates effectively with other programs and staff, both orally and in writing; can read and understand written material and able to write effectively to meet the job requirements.

Staff Relations

1. Establishes and maintains cooperative relationships with participants, staff, and others using a humanistic attitude (anticipates needs, is respectful, caring, and courteous).
2. Teamwork: interacts with fellow workers in a way that promotes a harmonious and cooperative working environment.

Environmental Safety

1. Adheres to safety, health and regulatory requirements as described in the administrative and program operations, and policies and procedures.
2. Reports incidents and unsafe work conditions to supervisor.