



# Group Session Leader

**Job Site:** Sophia House

**Effective:** March 10, 2010

**Revised:**

**Reports to:** Sophia House Manager

**Hourly Wage Rate:**

Classification		2010/2011	2011/2012	2012/2013
Support Worker	Step 1	15.85		
	Step 2	16.80		
	Step 3	17.71		
	Step 4	18.64		

Step 1	0 - 2000 hours worked
Step 2	2001 - 4000 hours worked
Step 3	4001 - 6000 hours worked
Step 4	6001 hours worked or more
Hours worked includes:	
1.	Hours worked in a classification by the employee,
2.	Hours of paid vacation,
3.	Paid holidays,
4.	Paid union leave up to twenty (20) days per calendar year.

**Function:** Works with the Manager of Policy and Publications to develop and revise group material that supports group work in three categories: life skill training, personal development, and Leisure Perception Retraining. Leads and facilitates all groups. Where time permits, follows up group activities with one on one client interviews using the motivational interviewing method.

**Definitions:**

*Life Skills* – Life skills are sets of behaviors and routines that allow an individual to perform and complete daily tasks. These behaviors and routines can be learned; and once learned give a person the ability to meet many of their basic needs. Areas of life skill development for adults include: budgeting, meal planning, cooking, housekeeping, problem solving, employment planning, paying bills, and finding and maintaining safe, affordable, independent housing.

*Personal Development* – a process of increasing cognitive, emotional, and spiritual capacity that enables an individual to thrive. This involves the development of healthy levels of self-care, self esteem, and self awareness and usually also includes the acquisition of a broad range of social skills that support and maintain healthy relationships. In the context of the Sophia House program these social skills chiefly relate to boundaries, communication, and strategies for dealing with challenging group dynamics such as peer pressure.

*Leisure Perception Retraining* – The process of discovering leisure activities that can meet the same needs that parties and substance use met. This usually involves exposure to various activities and

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social gatherings where alcohol and or drugs are not present. Seeing leisure as an importance part of a meaning full life allows clients to develop their “leisure ability.”

### Qualifications:

#### Education:

1. First aid level 1
2. Two years of study in the Humanities and/or Social Sciences with some courses in communication (i.e. CYC 252), group work (CYC 265) addiction (HSD 369 or SSER 270), and human development (PSYC 122).
  - a. Favourable courses might also include learning theory and behaviour change (PSYC 326), program development (SSER 240), community development (SSER 250), research methods (PSYC 204), , addiction treatment, psychopathology, neuropharmacology, personality and behaviour, conflict resolution, writing, and curriculum development.
3. Training in conducting therapy, recovery, or support groups a significant asset
4. Motivational Interviewing and/or Non-violent communication training a significant asset
5. Non-violent Crisis Intervention training an asset
6. Suicide prevention training an asset
7. Courses in women’s studies an asset

#### Skills and Knowledge:

1. Thorough knowledge of “12 step” philosophy and practice
2. Communicates well verbally and in writing
3. Able to organize and prepare material for group work
4. Comfortable and capable to speak in group settings and to facilitate discussion
5. Understands and can teach life skills and Leisure Perception Retraining
6. Leads with integrity
7. Understands group and team dynamics and fosters cooperation
8. Practices effective Interpersonal conflict resolution and de-escalation techniques
9. Practices Active Listening, Motivational Interviewing, NVC, or other empathy-based communication techniques
10. Maintains strong and healthy boundaries
11. Proficient at time management and organization including the ability to prioritize and multitask
12. Knowledge of street culture and the methods and strategies used by street-wise individuals to obtain services
13. Works as a member of a team
14. Understands and practices self-care
15. Demonstrates professionalism<sup>i</sup>, including the understanding and practice of professional ethics
16. Is familiar with common feminine health issues and is sensitive to cultural and ethnic taboos and teachings related to gender
17. Able to assist individuals with non-emergency medical conditions, and speak frankly but sensitively about sexual health and safety

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18. Knowledge of theories, principles, and practices in the field of addiction and recovery and understands the relationship between abuse and substance use for women
19. Knowledge of community resources
20. Ability to maintain calm demeanour when faced with challenging behaviours

### Requirements:

1. Because Sophia House is a female-only supported recovery program, only females may apply for this position
2. Because this position involves a high degree of verbal acuity when dealing with sensitive issues in a group setting; developmentally advanced qualities are required such as wisdom, grace, and empathetic inquiry.
3. Required to present and follow approved material and model the philosophy and values of the organization.
4. Required to work with a moderate degree of physical activity during leisure activities like swimming, walking, and skating.
5. Required to maintain confidentiality and insure security systems and privacy.
6. Must pass criminal records check, take the New Media Learning On-Line Training courses entitled Preventing Sexual Harassment and Preventing Employment Discrimination, and sign and comply with the following:
  - a. ICCS confidentiality pledge
  - b. ICCS professional conduct agreement
  - c. ICCS acknowledgement of policies
7. Attendance at monthly staff meetings and participation in program reviews is required.
8. Membership in BCGEU (union) is mandatory for this union position.

### Duties:

1. Group Work
  - a. Lead interactive groups according to ICCS authorized session guides
  - b. Use and adapt group leadership methods according to the individuals in each group
  - c. Identify and assess the needs of group participants and if necessary adjust delivery style to meet these needs
  - d. Poll group participants weekly to determine existing and future priorities for group work and adjust workshop content, delivery, and structure as necessary and practical
  - e. Evaluate the effectiveness of guides and other support material and suggest new material and topics for future sessions to the manager of policy and publications
  - f. Use ICCS authorized templates to research, plan, and write workshop guides on topics related to life skills, personal development, and leisure retraining
  - g. Submit new and revised session guides to the manager of policy and publications for editing and authorization prior to use in groups

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- h. Review findings from polling and evaluations with the manager and amend group work when necessary to align with needs identified in the care and care plans
2. Client Interviews
    - a. Use Motivational Interviewing to provide a safe conversational environment during one on one meetings with clients
    - b. Offer emotional support through empathy based behaviour. Avoid giving advice, making diagnoses, or engaging in counselling
    - c. Explore in more detail questions related to material covered in group sessions
    - d. Document client progress and questions and report any relevant information to the manager or case worker
    - e. Notice emotional and behavioural triggers and persistent behaviour patterns and look for opportunities to provide these observations to each client
    - f. Encourage journaling and other forms of self-exploration and provide an opportunity for clients to share new insights about themselves
  3. Recreational Outings
    - a. Supervise recreational outings which support Leisure Perception Retraining and provide regular exposure to nature and the natural world.
  4. Client Files and Documentation
    - a. Contribute any important observations in the logbook
    - b. Read log book and initial previous communications
    - c. Comply with standard log protocol
    - d. Ensures accuracy of notes, records and files
    - e. Create incident reports if necessary and ensure they are logged correctly and noted in client files
    - f. Ensures that necessary documentation is submitted to ICCS administration in a timely fashion
  5. Other duties as assigned by program manager or the manager of policy and publications

### Approved by:



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Richard Powell  
Manager of Policy and Publications

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<sup>i</sup> Examples of courses and the associated course numbers are taken from the Vancouver Island University calendar.

<sup>ii</sup> Professionalism at ICCS refers to a level and quality of ethical practice and manner that is commonly associated with a profession such as medicine, social work, or engineering. It does not refer to the level of education or membership in a professional association.