



2200 Rainier Avenue South  
Seattle, Washington 98144

# Families in Recovery Group Facilitator

## JOB OPENING

### Seattle, WA

*BIPOC, AAPI, Hispanic, Latinx, Indigenous, LGBTQ+  
and persons with diverse abilities encouraged to apply.*

**What is the Families in Recovery Program?** The Families in Recovery Program is a statewide network of parent education and support groups specifically for families in which one or more of its members are in recovery from drugs and/or alcohol.

**Focus of the Program:** The Families in Recovery Program provides weekly parent/caregiver support groups during and after chemical dependency treatment for families overcoming substance use disorder. Families in Recovery groups give members essential tools to build healthy family relationships and become part of a supportive, drug-free community. Groups meet weekly and are based on the Parent Trust principles of family support, health, safety and parent leadership.

#### **RESPONSIBILITY AREAS**

- Complete the Facilitator screening and training process with the Parent Trust State Office.
- Faithful attendance that includes being at the group site or online at least 15 minutes before group starts to welcome parents.
- Train parents on the mutual-help model to create a safe, brainstorming environment for parents to celebrate, vent and problem-solve and become an extended family for each other.
- Train Parent Leaders to lead and contribute to the group functioning.
- Commitment to timely submission of all required paperwork and data collection.
- Act as a consultant, referee, coach and/or secretary as needed for the group.
- Provide weekly group supplies in accordance with any guidelines established by the treatment facility *and group*.
- Weekly minimum 20-minute debriefing with appointed contact person at the host treatment center for information exchange and to celebrate group successes.
- *Regular* contact with the Parent Trust State Parent Program Manager for ongoing training, consultation, celebration, problem solving and statistical reporting.
- Arrange in advance for back-up facilitator in the event of absence.
- Commitment to a positive "goodbye process" when you leave the group.

**JOB REQUIREMENTS:**

- Must have previous group facilitation experience.
- Experience with using online meeting formats, when needed.
- Knowledge of community resources and child development.
- Ability to work as a team member within a treatment facility, outpatient program and/or online.
- Strong commitment to strength-based family support principles and to ending all forms of family violence.
- College degree + 3 years work experience, or 7 years work experience.
- Minimum 1 year commitment.
- Must be able to successfully pass a WA State Patrol Criminal Background Check.

**JOB SUMMARY:**

- Weekly 1.5-hour Evening Group. Day and time to be determined.
- Paid a total of 3 hours per week for group facilitation and out of group paperwork.
- Must have own transportation.
- No medical/dental insurance.
- Pay rate: \$22.50 an hour.
- Closing date: Resumes no later than Wednesday, April 30, 2025. Position could begin as soon as a successful candidate is hired and trained.

**Do not contact by phone or in-person. A resume and cover letter is a must.**

Send resume and cover letter to Sarah Mace (see Parent Trust address below) or email to [smace@parenttrust.org](mailto:smace@parenttrust.org).

Parent Trust is an equal opportunity employer. Applicants will not be discriminated against because of race, color, creed, sex, sexual orientation, gender identity or expression, age, religion, national origin, disability or any protected category prohibited by local, state or federal laws.

Families in Recovery is a program of Parent Trust for Washington Children.