



CALEDON PARENT-CHILD CENTRE
150 Queen St. S.
Bolton, ON L7E 1E3

POSITION POSTING

Position: Postpartum Mood Disorder (PMD) Support Group Facilitator
(Part Time, 3-6 hours/week)

Accountability: Reports to Program Manager

The Caledon Parent-Child Centre (CPCC) is a non-profit charitable corporation that has been providing quality programs for children, parents and caregivers, in Caledon and the surrounding area, for the last twenty-five years. As the community's leading provider of support services for families with young children, its mission is to provide support, resources and education that strengthen families and promote the optimal development of children. Services support healthy child development, assist with the early identification of developmental concerns, provide referrals to specialized services, enhance parenting skills and prepare children for school so they are ready to learn. The Centre is a hub, offering an important blend of services that strengthen families and assist them in their critical role of raising young children.

Position Summary:

Reporting to the Program Manager and working with Caledon Parent-Child Centre staff, the PMD Support Group Facilitator is responsible for the planning and facilitation of a support group for mothers and families experiencing postpartum mood disorders. The purpose of the group is to provide mothers with emotional support, resources, information and referrals to empower women to navigate their own recovery. This is a part time position of approximately 3-6 hours per week, depending on group size and dynamics, required group preparation, support and follow-up.

Duties and Responsibilities:

This position entails, but is not limited to, the following general responsibilities:

1. Conducts initial intakes and assesses appropriateness of new mothers to the group.
2. Applies principles of group dynamics and effectively uses group facilitation skills to support group development.
3. Plans and co-facilitates group sessions for mothers experiencing postpartum mood disorders including: researching and preparing psycho-educational curriculum, managing group discussion and dynamics, leading relaxation exercises, sharing self-care and coping strategies, introducing resources and conducting exit interviews.
2. Promotes and supports referrals to appropriate community resources.
3. Provides telephone support and crisis intervention when necessary.

4. Participates in group debrief and documents issues/interactions.
5. Ensures that group is accessible, culturally sensitive, safe and supportive. Maintains client confidentiality and group neutrality.
6. Completes administrative tasks as required (e.g. statistics, reports, letters of consent, etc.).
7. Attends professional development sessions relevant to the performance of job duties.
8. Participates in ongoing program planning and evaluation activities.
9. Other duties as required.

Qualifications and Experience:

- Degree or diploma in a relevant field of study (e.g. nursing, social sciences, counseling, mental health, child and family education, etc.)
- Minimum 3 years experience providing support to families
- Minimum 2 years experience in group facilitation
- Excellent oral, written and presentation skills
- Strong listening, interpersonal and assessment skills
- Valid driver's license and own vehicle required
- Successful completion of Police Record Check

Please submit resumes no later than **4:00 p.m. on Monday, April 22, 2013**. We thank all applicants; however only those selected for an interview will be contacted.

Job Contact Information

Maureen Thornton
Executive Director
Caledon Parent-Child Centre
150 Queen St. S.
BOLTON, ON L7E 1E3

Fax: (905) 857-0107

Email: mthornton@cp-cc.org

For more information visit: <http://www.cp-cc.org>