

POSITION SUMMARY

Explain the purpose for the position and summarize the responsibilities.

The **GUTS! Native Talking Circle Facilitator** provides the GUTS! program with support in planning and implementing a Native Talking Circle for American Indian and non-Native teens in Missoula.

REQUIRED QUALIFICATIONS

Minimum qualifications for skills, abilities, knowledge, experience, and education.

- Bachelor's degree in human services, communications or related field, or equivalent education/experience preferred.
- Counseling background preferred but not required
- Previous experience working with the GUTS! Program or the YWCA Pathways Program preferred.
- Experience in facilitation, teamwork and project management preferred.
- Experience working with youth preferred.
- Experience writing and researching curriculum preferred
- American Indian preferred- no documentation necessary. This group will be led through a Native American cultural lens.
- Understands and encourages a holistic approach to healing and group work
- Ability to work cooperatively and effectively with other staff, agencies and professionals in the community.
- Ability to communicate effectively with a variety of individuals, including peers, supervisors, team members, and participants. Ability to speak comfortably in public.
- An understanding of cultural nature of oppression and its effects on individuals, particularly girls, women and young people.
- Knowledge of oppression of Native peoples and an understanding of historical trauma and its impacts to teens
- Ability to facilitate professional groups and planning processes.
- Ability to generate and implement ideas and solutions.
- Ability to build team consensus.
- Ability to mediate and manage conflict effectively.
- Strong interpersonal, communication, writing and organizational skills.
- Must pass a background check designed to protect the interest of women and children served by the YWCA programs.

POSITION SPECIFIC RESPONSIBILITIES

TALKING CIRCLE FACILITATION

- Plans for and implements GUTS! Native Talking Circle for teens ages 15-18 in the Missoula area. This includes researching and writing culturally relevant and age-appropriate curricula, recruiting participants for the group, and facilitating the group
- Reviews curriculum for adult Talking Circle group to gain an appreciation for the group format and goals
- Take the GUTS! empowerment model training
- Take the YWCA Advocate training, including group facilitation training

PROGRAM DEVELOPMENT

- Implements and applies evaluation tools to ensure GUTS! is providing the best services possible.
- Modifies existing pre and post evaluations to reflect the Talking Circle group
- Gives constructive feedback on first year of the Native Talking Circle for teens
- Interacts and communicates regularly with potential small community partners identified by the Program Manager.

SPECIAL CONDITIONS

- May be required to alter scheduled hours or days off as necessary.
- Exposure to difficult situations, emotionally taxing client circumstances and physical aggression may be encountered.

GENERAL RESPONSIBILITIES

- Willingness and ability to advocate for the YWCA both in-house and in the community.
- Good work habits, including ability to organize and manage time and information.
- Understanding of the social and political complexities of the YWCA's programs.
- Ability to communicate respectfully and effectively with people from diverse backgrounds.
- Ability to work with people in an empowering, supportive, and constructive manner.
- Willingness to take responsibility for his/her part in communication breakdowns and to work toward resolution of resulting problems.
- Ability to successfully offer, accept and act on constructive criticism.
- Ability to understand and work with complex situations.
- An interest in and respectful attitude toward all people.
- Represents the YWCA and the GUTS! program in the community as assigned by program manager
- Projects a positive image of the YWCA, using effective public relations skills.
- Exhibits friendliness toward and consideration of YWCA employees, volunteers, clients and the general public.
- In general, demonstrates energy and enthusiasm for her/his work.
- Demonstrates competence as an information source about the YWCA programs and GUTS! activities.
- Works with GUTS! Program Manager to accomplish GUTS! goals/objectives.
- Attends staff meetings; attends GUTS! meetings.
- Adheres to the YWCA policies and procedures.
- Acts as a responsible team member.
- Displays an awareness of and ability to deal with diversity among people, including disabilities among clients and/or staff.
- Displays a neat appearance and competent manner.
- Adheres to YWCA policies and guidelines
- Acts as a responsible team member
- Projects a positive image of the YWCA, using effective public relations skills
- Exhibits friendliness toward and consideration of clients, employees, volunteers and the general public
- In general, demonstrates energy and enthusiasm for her/his work
- Shows competence as an information source about the YWCA and related Missoula agencies
- Displays an awareness of and ability to deal with diversity among people, including disabilities among clients
- Displays a neat appearance and competent manner
- Represents the YWCA with funders and government entities
- Performs other job related duties as assigned.

REPORTS to:

This position reports to the GUTS! Program Manager and works closely with the GUTS! Program Coordinator, student interns, Office Manager, and GUTS! volunteers. Employee filling this role will also have frequent contact with various community agencies and coalitions. This person, within the parameters of YWCA policies and procedures, exercises a high level of independence in decision making. Significant errors in judgment may endanger the health and safety of the clients and/or staff and may cause serious financial and/or legal repercussions for the YWCA.

SIGNATURES

This section needs to be completed upon hire date or revision of description by the staff member, direct supervisor, and Office Manager.

Staff Member	Date:
Supervisor	Date:
Office Manager	Date:

