**Position Title:** Substance Use Disorder Group Facilitator
**Department:** Substance Use Disorder Treatment Services
**Programs:** ARTS ASAM 2.5 Partial Hospitalization (PHP) / ASAM 2.1 Intensive Outpatient (IOP)
**Reports To:** Clinical Director / Program Director
**Employment Status:** Full-Time / Part-Time / PRN

## POSITION SUMMARY

The Substance Use Disorder Group Facilitator is responsible for planning, organizing, and facilitating structured, evidence-based therapeutic and psychoeducational group sessions for individuals receiving substance use disorder treatment services at Abraham Youth & Family Services.

The Group Facilitator provides person-centered, trauma-informed, and recovery-oriented interventions designed to help participants develop coping strategies, recognize substance use triggers, strengthen relapse prevention skills, improve emotional regulation, and achieve individualized treatment goals.

The Group Facilitator works collaboratively with the clinical treatment team to support participant engagement, treatment progress, clinical documentation, and compliance with Virginia Department of Behavioral Health and Developmental Services (DBHDS), Department of Medical Assistance Services (DMAS), and applicable ASAM standards.

## ESSENTIAL JOB DUTIES AND RESPONSIBILITIES

### 1. Group Facilitation and Therapeutic Services

- Plan, prepare, and facilitate structured substance use disorder treatment groups consistent with program schedules and participant needs.
- Deliver evidence-based interventions, including cognitive behavioral strategies, motivational interviewing, relapse prevention, and recovery skills development, within the employee's qualifications and authorized scope of practice.
- Facilitate group discussions addressing addiction, cravings, triggers, healthy relationships, emotional regulation, decision-making, and coping strategies.
- Utilize interactive activities, role-playing, therapeutic exercises, and guided discussions to reinforce treatment concepts.
- Maintain a therapeutic environment that promotes respect, participation, confidentiality, and emotional safety.
- Adapt group activities to accommodate differences in literacy, learning styles, cultural backgrounds, and individual functioning.
- Encourage active participation while respecting individual treatment needs and readiness for change.

- Recognize and appropriately respond to participant distress, behavioral concerns, and potential relapse indicators.

**2. Treatment Planning and Individualized Care**

- Review participant Individual Service Plans (ISPs) to ensure group interventions address identified treatment goals and objectives.
- Collaborate with clinical staff to identify participant needs, treatment barriers, and areas requiring additional support.
- Communicate observations concerning participant progress, motivation, engagement, and changes in functioning.
- Participate in treatment team meetings and case consultations as assigned.
- Provide information to support treatment plan reviews, progress evaluations, and discharge planning.
- Assist participants in practicing skills that support recovery and independent functioning.

**3. Clinical Documentation and Recordkeeping**

- Complete accurate, individualized, and timely group progress notes in the agency's electronic health record (EHR).
- Document the specific clinical intervention delivered, participant response, and relationship to ISP goals.
- Record attendance, actual service start and end times, and treatment duration accurately.
- Identify observable participant progress, barriers, and ongoing treatment needs.
- Document significant behavioral concerns, clinical observations, and interventions provided.
- Ensure documentation meets applicable DMAS, DBHDS, Medicaid, and agency standards.
- Complete documentation within established agency timelines.
- Correct documentation deficiencies identified through supervisory or quality assurance reviews.

## REQUIRED QUALIFICATIONS

- Possess the professional qualifications, certification, registration, or licensure required for the specific services assigned under applicable Virginia regulations and payer requirements.
- Relevant credentials may include Certified Substance Abuse Counselor (CSAC), Certified Substance Abuse Counselor Supervisee (CSAC-S), Certified Substance Abuse Counselor–Assistant (CSAC-A), a nurse practitioner subject to applicable scope-of-practice and supervision requirements, an appropriately licensed or license-eligible behavioral health professional, subject to applicable scope-of-practice and supervision requirements.

- Demonstrated knowledge of substance use disorders, recovery principles, and evidence-based treatment interventions.
- Ability to facilitate structured group sessions and manage group dynamics effectively.
- Understanding of confidentiality, professional ethics, trauma-informed care, and person-centered treatment.
- Ability to prepare accurate, timely, and individualized clinical documentation.
- Effective verbal communication, interpersonal, and organizational skills.
- Ability to work collaboratively with a multidisciplinary treatment team.
- Successful completion of applicable background checks, credential verification, and agency onboarding requirements.

## KNOWLEDGE, SKILLS, AND ABILITIES

The successful candidate must demonstrate the ability to:

- Establish rapport and maintain therapeutic relationships with diverse populations.
- Facilitate meaningful group discussions and maintain participant engagement.
- Recognize signs of clinical deterioration and promptly communicate concerns.
- Apply recovery-oriented, culturally responsive, and trauma-informed practices.
- Maintain accurate documentation and protect confidential information.
- Manage challenging behaviors using appropriate de-escalation techniques.
- Exercise professional judgment within the boundaries of assigned responsibilities.
- Receive and implement supervisory feedback.
- Maintain consistent attendance, punctuality, and professional conduct.

## WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS

- Work is primarily performed in an outpatient or partial hospitalization behavioral health treatment setting.
- Requires the ability to facilitate group sessions, communicate effectively, and maintain clinical records.
- May require prolonged sitting, standing, and use of computers or electronic health record systems.
- Must be able to respond appropriately to behavioral health emergencies in accordance with training and agency procedures.
- Reasonable accommodations will be provided in accordance with applicable law.

## PROFESSIONAL AND ETHICAL STANDARDS

The Group Facilitator is expected to uphold the mission and core values of Abraham Youth & Family Services, including Commitment, Competence, and Connections.

All services must be provided in a manner that respects participant dignity, supports individualized recovery, promotes cultural responsiveness, and maintains confidentiality.

The employee must comply with all applicable agency policies, professional ethical standards, and federal and state regulations.

## ACKNOWLEDGMENT

I acknowledge that I have received and reviewed this job description and understand the duties, responsibilities, and expectations associated with this position.

I understand that this job description is not an employment contract and that duties may be modified based on organizational needs, applicable regulations, and my professional qualifications.

**Employee Name:** _____

**Employee Signature:** _____

**Date:** _____

**Supervisor Name:** _____

**Supervisor Signature:** _____

**Date:** _____