



## Teen CONTACT Peer Support Group Manager Job Description

**FLSA:** Exempt – Salaried; Full-time  
**Reports to:** Director, Teen CONTACT Program

### **Position Summary:**

Structured peer support group programs are an innovative and promising approach to improve the availability, acceptability, and affordability of effective psychosocial treatments. They offer unique benefits by re-orienting consumers and providers away from symptom management alone and toward recovery as the ultimate goal of treatment. The Teen CONTACT Peer Support Group Manager is responsible for the full execution of peer support groups for teenagers (ages 13-18) who have a form of depression. The Teen CONTACT Peer Support Group Manager is responsible for developing, coordinating, and implementing peer support groups for youth and their parents. This position reports to the Teen CONTACT Program Director.

### **Teen CONTACT Outreach and Support Group Coordination:**

- Develop the foundation for the Teen CONTACT Peer Support program, including: group names, group construction, group parameters, activities, collateral materials, etc., considering all aspects of group work such as group dynamics, confidentiality, and recovery.
- Seek licensed professionals who are able and willing to offer peer support group facilitation. Train those professionals accordingly, eventually placing them into the Peer Support Group structure.
- Conduct outreach to the community, hospitals, schools, and mental health facilities as well as existing parent groups that target parents with children who are diagnosed with depression.
- Identify eligible youth for inclusion in the Teen CONTACT Peer Support Group Program.
- Scout and reserve site(s) for the Peer Support Groups. Years 1 & 2, find locations within Dallas County. Thereafter, try to expand locations to service 5 county area.
- Implement groups by offering guidance, supervision, and facilitation.
- Visit both public and private school districts to schedule educational presentations.
- Network as a Teen CONTACT representative to various Community Youth Task Forces and other community agencies.
- Occasionally serve as a Crisis Line Specialist on the Crisis Lines to integrate CONTACT's full continuum of care into practice as the Teen CONTACT Peer Support Group Manager.

### **Essential Skills and Experience:**

- Master's Degree in Counseling or Social Work with a minimum of one year field experience coordinating and facilitating groups. LPC, LMSW or LCSW required.
- Proficiency in MS Office and database management software.
- Demonstrated ability to relate positively to teens in a multi-cultural, pluralistic community.
- Exceptional interpersonal skills necessary to interact with board, staff, donors and volunteers.
- High performance in individual in team situations.
- Commitment to agency vision, core values and mission.
- In accordance with CONTACT team philosophy, demonstrated ability to carry out or assist in project completion in all departments as directed by the President.

### **Required Education Experience:**

Master's Degree in Counseling or Social Work

### **Physical Requirements:**

The Teen CONTACT Support Group Manager must have the ability to spend time seated, the dexterity to perform computer keyboard functions, the ability to stand for long periods of time to make presentations and speak to groups, and the ability to lift 50 pounds to carry and distribute materials to the community and setup and break down program materials. *The employee must have reliable transportation and be willing to drive distances between 25 to 50 miles in a day.*