



**Job Title:** Strengthening Families Program Group Leader [SFP]  
**Job Type:** Seasonal  
**Reports to:** Site Coordinator

The Center for African American Health is a community-based nonprofit organization dedicated to improving the health and well-being of African Americans. The Center works toward health equity for the underserved African American community by offering culturally competent health education and outreach that empowers community members to overcome the root causes of health problems, maximize their own individual health and access health and support services.

As a Family Resource Center, The Center for African American Health is building upon existing partnerships and creating new collaborations to begin to address the needs of children, youth and families. We are looking for detail-oriented and organized team members who excel in fast-paced nonprofit environments, are interested in working to promote community health through inquiry, innovation and impact and in joining a well-respected, high-impact organization with a rich history of community service.

Under the supervision of the Site Coordinator, the SFP Group Leader will lead an evidence-based, culturally adaptive curriculum (provided) with a group of parents representing 10-12 diverse families for with young children ages birth to five.

#### **Essential Functions and Responsibilities**

- Lead parent skill-based group weekly (10-14-week cycle) while implementing evidence-based curricula with fidelity
  - Prepare and post outlines and/or visuals and determine roles and responsibilities with the other adult group leaders
  - Prepare handouts and incentives for group participant
  - Finalize details and set up group room for each session. Clean up and complete paperwork at the end of each session
  - Meet with co-leaders after group sessions to review and debrief. Plan for how to address any unresolved issues
  - Produce accurate and timely pre and post survey results throughout program lifecycle
  - Review the session to be implemented for the following week from the parent group leader manual. Prepare activities, outlines, handouts, visuals and/or role plays for the sessions
  - Review the child group leader manual so you are aware of material being covered in the child groups
  - Participate in planning meetings as needed prior to each SFP implementation cycle
  - Protect and keep confidential all participant and proprietary information
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- **Requirements/Qualifications**
  - A high school diploma, GED or equivalent
  - Strong organizational skills to prioritize workload
  - Excellent communication skills (oral and written)
  - A pleasant, outgoing personality

- Able to communicate effectively with diverse people
- Working knowledge of Microsoft Office

**Rate of Pay \$25.00 per hour**

**Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

**How to Apply**

Qualified candidates are encouraged to apply. Please submit a cover letter and resume to the following email address and include SFP Group Leader in the subject line: [careers@caahealth.org](mailto:careers@caahealth.org). No phone calls please. All applications must be submitted electronically – none will be accepted in person. More information about The Center for African American Health can be found on our website at [www.caahealth.org](http://www.caahealth.org)

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