



PSYCHOSOCIAL FACILITATOR POSITION DESCRIPTION AND QUALIFICATIONS

The Psychosocial Facilitator is responsible for ensuring that the Icebreakers, Evening Gathering and Morning Gathering are presented in a professional manner and that an inclusive, open atmosphere consistent with the CfR mission is created in all groups and activities. The Psychosocial Facilitator is also responsible for monitoring the emotional needs of participants and staff and for providing support as needed in the intense emotional atmosphere often generated at a retreat.

Qualifications: Professional licensures, degrees, or certifications (OSW-C, LPC, LMFT, LCSW, MSW, PhD and PSYD) are desirable, and at least 3 years experience conducting Individual and/or Group Therapy and facilitating support groups for women with breast cancer outside of group therapy, experienced in breast cancer and bereavement issues.

The Psychosocial Facilitator should:

- Demonstrate a thorough knowledge about breast cancer treatment and survivorship, and support all participant treatment decisions.
- Be able to engage participants rapidly within the time-limited framework of the retreat.
- Be able to effectively engage women in connecting and supporting activities.
- Be knowledgeable regarding the wide range of coping mechanisms used in response to illness.
- Demonstrate respect and acceptance for all participants.
- Be comfortable discussing grief and loss issues, and have a minimum of 3 years experience facilitating groups.
- Be available and present. Be a psychosocial resource for participants and staff at all times throughout the entire retreat.
- Demonstrate self-awareness, especially in relation to personal bereavement and attitudes toward illness and end of life issues.
- Be physically capable of navigating uneven terrain, stairs, and other obstacles frequently found in outdoor retreat settings and capable of assisting participants with disabilities if needed.

Job description:

- Work closely with the Retreat Leader to set the tone for the participants and staff (staff orientation and introductions).
- Work with the Retreat Leader and Medical Facilitator to assess the participant group and tailor the retreat schedule to the **emotional and physical needs of each group. Some participant groups need more rest and free time while others have the energy to participate in a fuller schedule.**
- Provide Retreat Leader with an overview of all psychosocial activities planned for the weekend.
- Plan and lead a connecting icebreaker activity the first evening.
- Facilitate the Evening Gathering on the second evening.
- Lead the Morning Gathering on the final day.
- Attend all activities throughout the retreat.
- Notify a CfR representative at the national office and complete an Incident Report form (found in the First Aid Kit), in the event of a psychological or emotional crisis.
- Review any recent psychosocial research updates [here](#).

Should a participant or retreat volunteer require medical treatment or emergency care while at a CfR retreat, CfR retreat staff have permission to disclose that person's protected health information with healthcare providers (physicians, hospital staff, paramedics, etc.) if needed. Prior to the retreat, all retreat staff

are sent an optional Health Questionnaire allowing them to list medical conditions, prescriptions, etc. This information is only shared with the Retreat Leader and Wellness Team (Medical & Psychosocial Facilitators), and is for emergency purposes only. The information should be destroyed (shredded, deleted) following the retreat.

Focus of the Connecting Activities and Evening Gathering:

Icebreaker:

We strongly encourage using one of the connecting activities outlined in the *Icebreaker Examples* folder in this section. If these suggested activities do not fit for you and your program feel free to try others. Utilize other connecting activities at your own discretion as long as those activities are light, inclusive and help participants and staff connect and learn more about one another. Keep in mind that participants may be tired on the first day of the retreat and limit activities to 30 - 45 minutes on the first night.

Evening Gathering:

This activity was previously named the Evening Circle and is meant to create a safe, confidential atmosphere that allows participants to connect and share their experiences. Not all participants will feel comfortable sharing. Using props such as talking sticks or stuffed animal fish is discouraged. Facilitators should not pressure participants to speak. ***Psychosocial Facilitators are strongly encouraged to offer mindfulness skills as part of the Evening Gathering support group.***

Morning Gathering:

This activity was previously named the Spiritual Gathering and takes place on the morning of fishing day. If this does not fit for your program you may rename this activity for your retreat. Some suggestions are: Streamside Celebration, Greeting the Sun, Sunrise Celebration, Good Morning Gathering, etc. Guidelines and activities for the Morning Gathering and meditations are provided in this section.

Time Commitment – The Psychosocial Facilitator must attend the entire retreat and all activities, from the pre-retreat staff meeting held several hours before the participants arrive, through the follow-up staff meeting held after the participants have departed.

Payment for Services and Travel Expenses – In some cases we are able to offer a small stipend or reimbursement for travel expenses, **OR** you may be asked to donate your services/travel expenses. This varies for each retreat. The cost of your lodging and meals while at the retreat are covered.

Application Process – Because of the key role played by the Psychosocial Facilitator, CfR approves volunteers for this position through the following process:

1. Submit your Volunteer Application and resume to the national CfR office. Volunteer applications can be submitted online at www.castingforrecovery.org
2. The national office will send you a Psychosocial Facilitator information packet.
3. A seasoned CfR volunteer who is a psychosocial professional, licensed therapist and/or experienced Psychosocial Facilitator will contact you to arrange an informal interview during which you will review the guidelines and job description, discuss CfR's mission, and have the opportunity to ask questions about the position.
4. If you and the interviewer determine that you are a good fit for a CfR retreat, the Program Coordinator for the program will be notified.
5. You will be asked to “shadow” or train with an experienced Psychosocial Facilitator at your first retreat.

See [Volunteer Guidelines](#) for additional information about volunteering for this position.