



## Ready Now Recovery Facilitator Roles and Expectations

*The definition of a facilitator is a person that makes an action or process easy or easier.*

For the purpose of facilitating Ready Now Recovery groups, whether virtual or in-person, we ask all trained facilitators to adhere to the following:

1. Must be sober for at least one year
2. Must faithfully attend a church
3. Must have basic computer skills because all training and correspondence is on-line
4. Submit application- ATC USA will review and contact references
5. Submit background check- ATC USA will process and approve/disapprove
6. Complete all required training with certifications upon completion- 90 days to complete
  - a. 6 week in-seat addiction education group
  - b. 20+ hrs. of on-line training through RNR Bridge learning management system
    - i. Ready Now Recovery Group Dynamics Course
    - ii. Breaking free
    - iii. Disciples are made not born
    - iv. Loving Your Community
    - v. Intro to Confidentiality
    - vi. Universal Precautions & handwashing
    - vii. Understanding grief and addiction
    - viii. Child abuse and neglect
7. Maintain subscription- If there is a lapse in subscription you will be unable to facilitate till subscription is renewed.
8. Attend annual required training
  - a. Updating certifications
9. Submit a signed agreement for code of conduct
10. Communicates with Resource Coordinator for group selection & group schedule
11. Promotes groups via social media, brochure distribution, & word of mouth
12. Maintains attendance records weekly and submits to facilitator portal
13. Orders curriculum for group participants for in-person groups. Virtual group participants will be provided with a link to purchase curriculum.
14. Be Prepared
  - a. Must be at the group location 15 minutes before group begins.
  - b. Have reviewed the session over the previous week and made applicable notes
  - c. Prayed over session and participants
  - d. Recommend one form of communication with participants/group through-out the week, phone call/text.
  - e. Timely notifications of delayed or canceled group
  - f. Updates to group or curriculum
  - g. Dress appropriately, no revealing clothing or clothing with inappropriate graphics or wording

15. Responsible for making sure space is set up to host a group
  - a. In-person chairs/tables set up in a circle as to encourage active listening and ease of discussion
  - b. Virtual-make sure they mute mics if they are not speaking
  - c. Clean-all trash removed and nothing that would cause a distraction
  - d. Confidential
    - i. No one will walk in and make the participants feel unsafe
    - ii. Virtual groups- facilitator and participants need to be in a space that is private to ensure confidentiality.
    - iii. No pictures of group or discussions from a group will ever be posted or printed without a signed media release from all participants.
16. All in person groups require two facilitators to be present at all times.
17. Review ground rules for group meetings at the beginning of every group. See ground rules in facilitator packet.
18. Maintain confidentiality within the group and with participants unless they are a harm to themselves or others, then it must be reported. See hotline numbers in your facilitator packet.
19. Provide survey links at the completion of every course
20. Absolutely no development or engagement of relationship with a group participant.
21. Report to coordinator any inappropriate behavior between group members and/or co-facilitators.
22. Facilitators must not engage in sexual relationships or inappropriate conversation with any minors.
23. A facilitator will not at any time be alone with a minor.
24. Facilitator will need to be prepared to contact law enforcement if a participant becomes hostile in action or words during a group.
25. Ready Now Recovery groups are not a replacement for medical care. As a facilitator you will never recommend that a participant stop any medical care or medication.
26. As a facilitator you will not recommend any alternative substance including “natural herbs” or forms of meditation.
27. Know your limits, you are not operating in a professional capacity. Please refer to pastoral counsel, licensed counselor, and/or residential program.

Revised 10.24.22