



# SOCIAL SKILLS DEVELOPMENT PROFESSIONAL

## Overview

The Social Skills Development Professional is a vital position at the iCan House that supports the program facilitators ensuring that each program runs smoothly. Primary responsibilities of the Development Professional include providing leadership to group facilitators by observing, supporting, and ensuring they have necessary supplies, lesson plan material, member data, and information; facilitating social skills groups, and other tasks as needed.

Knowledge of and familiarity with neuro-divergent populations, including autism spectrum and related communication disorders, are essential. It is imperative that the Social Skills Development Professional be compassionate and sensitive to the unique needs of those impacted by communication and processing differences seen in autism spectrum disorder, ADHD, learning disabilities, anxiety, and other social challenges.

Send resume and cover letter to Melissa Waden at [melissa@icanhouse.org](mailto:melissa@icanhouse.org)

**Reports To**  
Program Director

**Job Status**  
Hourly, Full time

## Qualifications and Skills

### EDUCATION

- College degree or coursework with a concentration in education, psychology, social work or a related human services field preferred

### ESSENTIAL CORE SKILLS

- Experienced facilitator with a dynamic, confident, and welcoming presentation style; ability to push forward the thinking of large and small groups while balancing the needs of the individual participants, the group/team, and the process framework.
- Communicates effectively and genuinely with members, parents, team members, and community partners through telephone, emails, and in-person
- Exhibits a positive, personable, "can-do" attitude
- Adapts to diverse situations as they arise being flexible and nimble
- Exhibits strong initiative, is self-motivated and resourceful, and can work independently



- Utilizes a high level of organizational skills with attention to detail
- Experience working with children, teens, and adults with special needs
- Maintains strong character, enthusiasm, sense of humor, patience, self-confidence, and self-control
- Demonstrates effective teamwork skills
- Familiarity, experience, and comfort interacting with and accepting individuals who are diverse in culture, abilities, gender identity, race, preferences, beliefs, etc.
- Experience facilitating and planning programs and social events
- Maintains a high standard of working practice- setting an example to others and maintaining good working relations with Senior Management, Staff, Volunteers, Trainees, Members, Parents, and Stakeholders.

## Duties and Responsibilities

### ***Relationships***

- Communicate effectively with members and develop rapport and trust.
- Actively cultivate and manage relationships with team members, parents, members, and community partners
- Communicate with parents regarding their children's experiences by phone twice a month and by email weekly, at a minimum
- Update the program director on parent discussions, member needs and behaviors, and situations every week, and more often as needed
- Model and apply exemplary social skills using iCan House curriculum and strategy
- Manage personal beliefs and challenges so they do not interfere with work relationships
- Represent the organization in community partnerships professionally and appropriately
- If a member misses 2 sessions in a row, initiate a phone call and email to inquire, updating program director

### ***Curriculum Implementation***

- Facilitate and manage social skills groups for children, teens, and adults using the iCan House philosophy and curriculum
- Use a variety of instructional techniques and strategies that will include curriculum modification in content presentation, knowledge of the instructional process, and hands-on presentation in presenting the social skills curriculum.
- Become adept at Incidental prompting based on member goals and interactions
- Stay current on member goals through their initial application, ongoing parent conversations, and member input, incorporating them into the group experience
- Demonstrate skills to follow and implement social skills lesson plans, to foster engagement and interest by incorporating activities, games, videos, etc
- Assist in the development of lesson plans.
- Identify and plan curriculum topics based on the needs of the group
- Prepare for the group anticipating the learning style and needs of the individuals
- Ability to generate excitement and enthusiasm appropriately.
- Exhibit strong initiative, self-motivation, and resourcefulness
- Effectively work independently requiring little direction
- Apply effective time management, prioritization, and decision-making skills



### ***Administrative***

- Create newsletters to update members/parents weekly about upcoming events.
- Write parent debriefs using a template and email them within 48 hours of the program
- Review and update member goals through parent communication once a month
- Record attendance and parent phone calls on the Attendance spreadsheet
- Participate in staff and team meetings, and all meetings requested by the program director.

### ***Group Facilitation***

- Coordinate with partner facilitator on implementation being prepared for weekly sessions
- Utilize effective classroom and group management skills
- Accept and take responsibility for the success of the group session
- Be of high moral character
- Interact calmly with those with anxiety and social challenges, establishing trust
- Demonstrate good judgment, discretion, and diplomacy
- Use active listening skills
- Demonstrate effective decision-making skills
- Effectively assess and analyze situations at the moment
- Maintain enthusiasm, sense of humor, patience, self-confidence, and self-control
- Clearly state the lesson during each session and provide examples through modeling.
- Use incidental prompting strategies to assist members with correct responses when needed.

### ***Event Planning, Coordination, and Supervision***

- Participate in planning monthly social events
- Attend social events as scheduled
- Facilitate discussion with groups about what they would like to experience in advance.
- Design, coordinate, and deliver social outings.
- Contact venues to determine details, time, costs, etc. Communicate details and plans to the program director at least 10 days in advance of the event. Make follow-up calls and emails to confirm logistics and arrangements
- Represent the organization professionally at venues and in public
- Follow up with parents to confirm member attendance to socials at least 2 days before the actual event
- Monitor and supervise member participation at programs and events, on and off-site.
- Coordinate with team members and clarify each person's role and responsibility during the event

### ***Safety and Maintenance***

- Ensure that the center and equipment used for the social club are well maintained at all times conducive to a safe environment.
- Take responsibility for the health and safety of young people, staff, and volunteers, for the safeguarding of premises, furnishings, and equipment.
- Actively comply with and promote all working policies and procedures



## Special Populations

- Work directly with those who have anxiety, social communication challenges, various types of developmental disabilities, learning disabilities, ADHD, and other differences.
- Must be compassionate and understanding when interacting with individuals, their families, the community, and other professionals.
- Directly facilitate interactions, and as such, must have experience and demonstrate the ability to teach, connect, and relate to people with various differences.

### **Other Tasks & Special Project Assignments As Needed:**

- Work under the direction of the Program Director on other designated tasks and specially assigned projects, both as a project participant and project leader, when appropriate.