



JOB TITLE: Contracted Program Facilitator:
Opioid Restitution Fund

DEPARTMENT: tbd

REPORTS TO: Vice President and Executive
Director

FLSA STATUS: Contractor

REVISION DATE: April 7, 2026

SALARY: tbd

ABOUT ROBERTA'S HOUSE

Roberta's House is a grief-support nonprofit providing safe spaces for healing to children, families, and communities affected by loss and trauma. We advance hope, resilience, and dignity through the delivery of high-quality, trauma-informed, grief-responsive, and evidence-based clinical services in full compliance with federal, state, and local regulations, accreditation standards, and professional ethical guidelines.

POSITION SUMMARY:

The Contracted Program Facilitator will support the implementation of trauma-informed, grief-centered programming funded through the Baltimore City Opioid Restitution Fund (ORF). This role adheres to all ORF grant requirements, documentation standards, and reporting timelines. Key responsibilities include facilitating structured grief groups, supporting community outreach and engagement efforts, and delivering education related to grief, substance use, and overdose prevention. The Program Facilitator will play a key role in expanding access to culturally responsive grief support services for individuals and families impacted by opioid-related loss.

SUPERVISORY RESPONSIBILITIES: Interns/Youth facilitators, as assigned

KEY RESPONSIBILITIES:

- Facilitates 10-week grief support groups, scheduled in-house and at recovery-based settings
- Partners with vendors to support delivery of clinician-informed and peer-supported group models for individuals impacted by substance use
- Trains youth program facilitators on screening and trauma-informed engagement
- Assists with youth engagement efforts, including supporting screening initiatives (e.g., BSTAD) and prevention messaging
- Represents Roberta's House at community outreach activities, including tabling events, healing circles, and public awareness events (e.g., Overdose Awareness Day and Substance Abuse Awareness Day)
- Schedules opportunities for youth screening and harm reduction/prevention education
- Creates and supports distribution of grief-informed harm reduction materials, including naloxone education toolkits;
- Engages participants in brief interventions, psychoeducation, and resource linkage

- Maintains accurate and timely documentation of services, attendance, and encounters in alignment with reporting requirements
- Develops and publishes grief-informed overdose education content for social media platforms
- Collaborates with internal staff and community partners to ensure continuity of care and referrals

Other Duties:

- Schedules distribution of materials through campuses, recovery partners and community events
- Ensures integrity of data/documentation for ORF reporting
- Tracks and analyzes reach, engagement, and feedback of digital awareness campaign
- Establishes MOUs and referral protocols with recovery centers
- Ensures services are not duplicated across funding sources
- Participates in required trainings and supervision, as assigned
- Other duties as assigned

QUALIFICATIONS:

- Bachelor's degree in public health, behavioral health, social work, counseling or related field
- Five or more years of progressive experience facilitating groups in grief support, behavioral health, or substance use settings
- Certified Peer Recovery Specialist, Preferred but not required.
- Familiarity with harm reduction approaches and overdose-impacted populations
- Ability to engage diverse populations, including individuals impacted by substance use and community violence
- Knowledge of trauma-informed care and culturally responsive practices
- Strong communication and interpersonal skills
- Ability to maintain confidentiality and comply with HIPAA and other related regulations
- Experience in the implementation of grant-funded programs
- Project management skills needed; must be detail-oriented
- Proficiency in MS Office, database systems, and virtual meeting platform
- Availability for occasional evening or weekend hours

Apply to:

Resumes should be sent to HR@RobertasHouse.org

Applications will be reviewed on a rolling basis until the position is filled.

Roberta's House is an Equal Opportunity Employer. Employment decisions are made without regard to race, color, religion, sex, gender identity, sexual orientation, national origin, age, disability, genetic information, veteran status, or any other status protected by applicable federal, state, or local law. This position is subject to criminal background checks, licensure verification, credentialing, and reference verification in accordance with applicable laws and organizational policy.