

Leader Position Description

ROLE: Co-plan and co-lead quality Arthritis Foundation Self-Help Program classes for people with arthritis.

QUALIFICATIONS:

1. Certification as an Arthritis Foundation Self-Help Program Leader requires:
 - Successful completion of an Arthritis Foundation Self-Help Program Leader Training Workshop.
 - Successful teaching of at least one Arthritis Foundation Self-Help Program six-week class series within six months of completing an Arthritis Foundation Self-Help Program Leader Training Workshop and submission of participant data to the Arthritis Foundation.
 - Teaching at least one class series annually and submission of participant data.
 - Attendance at recertification training every three years.
2. Empathy toward people with arthritis gained through personal or professional experiences (diagnosis of arthritis is desirable).
3. Ability to present factual information in a clear, concise, and objective manner (prior teaching experience is desirable).
4. Interest in working with groups and ability in group process skills.
5. Affiliation with a facility or agency that can provide the classes and insurance coverage for the program.
6. Belief in value of encouraging people with arthritis to assume responsibility for their self-management.
7. Belief in value of encouraging group sharing of problems and solutions.
8. Acceptance that role of leader is that of a facilitator of active group interaction; not simply an instructor.
9. Current certification in cardiopulmonary resuscitations is recommended.

RESPONSIBILITIES:

1. Commit to following all Arthritis Foundation program policies regarding the Arthritis Foundation Self-Help Program and conducts all class sessions within allotted time (two to 2 ½ hours) in accordance with the *Arthritis Foundation Self-Help Program Leader's Manual and Guidelines and Procedures Manual*, without changes, additions or deletions. Sign a Statement of Understanding to document this commitment.
2. Participate in pre-class planning and activities as time and ability allows to ensure successful classes, including tasks such as: setting class meeting dates and times, publicizing classes to recruit class participants, notifying the Arthritis Foundation of class schedules, arranging to register participants, scheduling the use of facilities, obtaining course materials and equipment, completing pre-class site visit to determine accessibility and suitability of physical set-up; and answering questions about the course from potential class participants.



3. Assist with and/or ensures that course materials and equipment are delivered to class meeting room.
4. Obtain refreshments and serving facilities if refreshments are to be available during class.
5. Facilitate a warm, relaxed and friendly atmosphere within each session.
6. Establish the participant/ class rules:
 - Class members are encouraged to attend every session and actively participate during sessions.
 - Class sessions will start and end on time.
 - If the leaders can not answer class members' questions, answers will be obtained from the Arthritis Foundation. However, answers to specific medical questions, specific treatment advice (outside of course content), or individualized exercise programs will not be provided.
 - Specific physicians, health professionals, health institutions and unproven remedies will not be discussed or promoted.
7. Share responsibilities with a co-leader for presentation, initiating and monitoring discussions and stimulating participation from all class members at each class:
 - Ensures that everyone says something at each class.
 - Gives positive reinforcement to everyone at each class (praise or nonverbal signs of encouragement).
 - Ensures that everyone participates in all exercise and relaxation activities.
 - Monitors discussions to prevent individual monopoly.
 - Keeps discussions directed toward the subject.
 - Encourages class members to examine own experiences and share these with the group.
8. Take attendance at every class and submit timely and accurate participant data (such as attendance lists and program report forms) and release forms from participants on a quarterly basis or as required by the Arthritis Foundation.
9. Participate in evaluation procedures established by the Arthritis Foundation, including but not limited to site visits, participant surveys and instructor questionnaires.
10. Inform class participants about other Arthritis Foundation resources and activities that may interest them.
11. Communicate problems, concerns, questions or suggestions promptly to the Arthritis Foundation.

TIME COMMITMENT:

- Attendance at a two to three-day leader training workshop
- Attendance at recertification workshop every 3 years
- Preparation time (approximately 4-6 hours)
- Class time (approximately 12-15 hours per week for six weeks)
- Logistics time (approximately 2-4 hours per class series)