

RE/ACT Centre

# PHASE 1 TEACHER

PHASE 1 TEACHER: \_\_\_\_\_

HIRE DATE: \_\_\_\_\_

REPORTS TO: COO, DIRECTOR, TIM FLETCHER CO.

LOCATION: \_\_\_\_\_

PRIMARY AREA OF INFLUENCE: SPECIFIC RE/ACT LOCATION

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# Purpose & Confidentiality

## DISCLAIMER

**RE/ACT: Recovery Education for Addictions and Complex Trauma Centres offer out-patient 12-week recovery programs which provide recovery education for addictions and Complex Trauma under the guidance of Finding Freedom. Our Head Office is located at 257 Riverton Avenue, Winnipeg, MB.**

The outline of the PHASE 1 TEACHER details, particularly their Roles & Responsibilities is a formal means to document the activities of the PHASE 1 TEACHER, and measure this against the expectations, performance, and outcomes based on the original objectives agreed upon by both the PHASE 1 TEACHER and RE/ACT HO. Consequently, everyone will have a clear understanding of responsibilities, accountability and, individual as well as team goals & aspirations.

THIS IS A CONFIDENTIAL DOCUMENT. IF YOU HAVE ANY QUESTIONS OR CONCERNS WITH THE CONTENTS OF THIS DOCUMENT, PLEASE CONSULT YOUR SUPERVISOR.

ALL OF THE CONTENTS OF THIS DOCUMENT MUST REMAIN CONFIDENTIAL WITHIN THE RE/ACT COMPANY (including Finding Freedom & Tim Fletcher Co.) AND WILL REMAIN THE SOLE PROPERTY OF RE/ACT IN THE EVENT OF TERMINATION, WITHDRAWAL, OR DISMISSAL.

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DATE

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PHASE 1 TEACHER NAME (please print)

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PHASE 1 TEACHER SIGNATURE

# Roles & **RESPONSIBILITIES**

Roles indicate which positions in the company the person will fill. The position as PHASE 1 TEACHER requires a variety of Roles & Responsibilities.

ROLE: BRAND AMBASSADOR

Responsibilities:

The PHASE 1 TEACHER must act in good faith and in the best interests of the company and in all business matters must accurately reflect the RE/ACT brand. They must exercise their power as a PHASE 1 TEACHER for the correct purpose of staying true to the RE/ACT mission, vision, and corporate values:

## Mission

To offer a safe, loving, and respectful environment and programs that addresses the biological, psychological, social and spiritual aspects of healing for people who suffer from addictions, trauma, and/ or spiritual brokenness, that they may experience a measure of freedom from the effects of these while becoming better equipped to face future challenges.

## Vision

Breaking the cycle of Complex Trauma by empowering individuals to lead successful lives, teaching them to be advocates for loving family homes and communities, and creating great change all across the globe, starting with a ton of unconditional love.

## Values

### LOVE DRIVEN

Everyone is accepted with flaws - In every aspect of our brand, everyone is loved and accepted exactly the way that they are. That doesn't mean we aren't all a little screwed up, but if we start with love, then we know that we're going to be ok!

## COMMUNITY MINDED

We are an alliance in every community - In all of our activities we act as a conduit between Complex Trauma and a loving/ supportive community. We work alongside individuals, support groups, organizations, counsellors, and agencies from the ground up, and we do not discriminate - at all - ever. We are easily accessible, and will become an integral part of your community. We give back, we support, and we promote positivity in everything that we do. We co-exist alongside addiction recovery centres and programs, many which highly recommend Finding Freedom Evenings attendance and RE/ACT as a part of patient after-care programs.

## FREE-FOR ALL

We are truly, free - We are completely judgment free - which is why we corporately are non-religious, even though we do offer a Christian perspective to every aspect of our videos and content. We offer honest love without any strings attached to everyone who seeks help and support. If Churches would like to start a Finding Freedom or RE/ACT, they are free to add their own content if they see fit. If organizations would like to make adaptations of the teachings and employ them into their own programs, they are absolutely able to do so by signing a licensing agreement.

Finding Freedom and RE/ACT are also cost-free to anyone who seeks help. Tim Fletcher Co. will also provide founders with fundraising advice and support if the burden of the annual expense or fees becomes too great.

## EDUCATION-CENTRIC

Through education, we advocate to bring better understanding and awareness to the relevance and truth of Complex Trauma. With better information, loved ones are able to offer better support - a critical component in providing lasting healing.

## SCIENCE-FUELLED

Knowledge is power - We are the very first organization in the world to adopt the paradigm shift of Complex Trauma in recovery completely. Our premier teachings from Tim Fletcher will plant the seeds to help people actually get healthy - beginning with taking a look at Complex Trauma and how it negatively affects early brain development

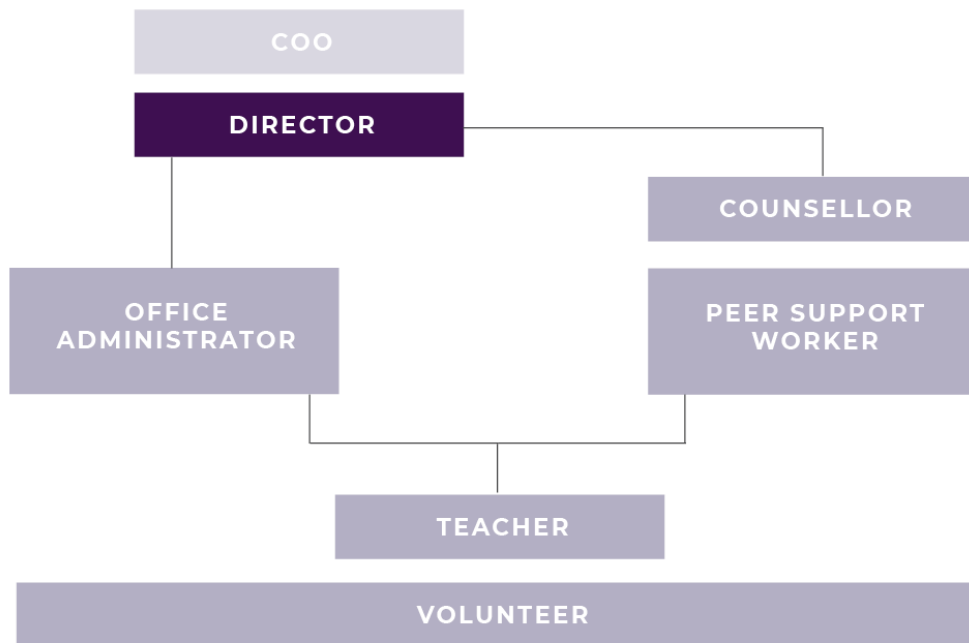
## FAMILY-ORIENTED

More loving family homes = less addictions. The ongoing nurturing of people in loving homes is the first step to achieving real healing, but it's also the last step in preventing addictions from happening in the future. So with a family-mindset, and a direct focus on family relationships, our community must have the love and warmth that comes with a healthy family-type of environment.

# Team

# INVOLVEMENT

The PHASE 1 TEACHER answers to the COO of Finding Freedom and the Director of RE/ACT in all matters beyond their local jurisdiction and subsequent requirements.



# Detailed

# RESPONSIBILITIES

The position as PHASE 1 TEACHER requires a variety of Roles & Responsibilities. Please read them through carefully.

## ROLE: TEACHER

### Responsibilities:

Be available to teach your classes. Adhere to the guidelines of your Employee Contract regarding days off. Respect the clients and make sure they show respect to you. Disallow any use of phones, unless for educational sake, inside the classroom. Allow clients to have conversations between themselves about the class topics but if the conversation goes off topic remember to bring it back. Report any incidents that happen before, during, and after classes. If any violence occurs, do not get involved. GET HELP.

## ROLE: COMMUNICATOR WITH THE DIRECTOR

### Responsibilities:

Hear what the clients have to say about the program and any concerns they might have and bring their concerns to the Director so that improvements can be made.

## ROLE: SUPPORTER

### Responsibilities:

Encourage clients to participate to the best of their ability. If clients need any resources, provide them with numbers that they can call for support, or arrange a meeting for them.

Help clients process all the information that is given to them during classes. Remain available after classes to provide clients with a conversation if they need it after class.

# Required Skills & **COMPETENCIES**

**The PHASE 1 TEACHER must also have the following skills and competencies:**

1. Completion of the 3-month RE/ACT Course either at a designated Centre, or via the LIFT Online Learning Program
2. Attend the 1-hour introduction class
3. Have knowledge with computer programs and website functionality
4. Must have basic knowledge of the Corporate Directory regarding Phase 1, and be able to refer to it by memory.
5. Must have very strong organization skills, and be able to stay on task
6. Must not be currently struggling with addictions or mental health disorders, and if so, must abstain for a minimum of 2 years and receive allowance from RE/ACT HO.
7. Must have very strong interpersonal skills and be able to lead and motivate a team
8. Must be able to make decisions in a clear and concise manner
9. Must comply with a Criminal Background Check as well as a Criminal Record Check
10. Must be able to communicate clearly with all clients professionally and confidentially.
11. Must comply with all policies included in the Corporate Directory
12. Must be able to address issues that come up between clients during class, otherwise must be able to request help from the Director
13. Have an open mind and be able to receive feedback whether positive or negative
14. Must be willing and able to build relationships with both clients and the staff so that trust can be built among the RE/ACT Team
15. Must be able to identify their own strengths and weaknesses and delegate tasks
16. Must be willing to sign all forms and agreements associated with PHASE 1 TEACHER role in the Corporate Directory and abide by them.



# COMPENSATION

**As a PHASE 1 TEACHER, you may be in a paid position at RE/ACT. Please review this carefully.**

As a PHASE 1 TEACHER, your position is on a volunteer basis unless otherwise stated in the Employee Contract that Tim Fletcher Co. has given to you.

If in your Employee Contract the compensation section is filled out, you will be receiving a paid position at RE/ACT. Your salary for PHASE 1 TEACHER can range from \$\_\_\_\_\_ - \$\_\_\_\_\_ annually depending on:

- Amount of hours worked
- Amount of work completed
- How much work is being delegated to other staff members.

HO will evaluate the PHASE 1 TEACHER's work load and how many hours they spend in the office. Based on these observations, HO will decide how much the PHASE 1 TEACHER will be compensated.

# RE/ACT Employee CONTRACT

## Private & Confidential

Date (MM, DD, YYYY): \_\_\_\_\_

To \_\_\_\_\_,

RE/ACT, under the guidance of Tim Fletcher Co. is pleased to offer you a position as a PHASE 1 TEACHER here.

## Terms of Employment

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### Commencement Date

- Your new role will commence on \_\_\_\_\_.

### Compensation

- \$ \_\_\_\_\_ per annum (paid on a \_\_\_\_\_ basis)

### Vacation

- You will accrue vacation days at a rate of \_\_\_\_\_ vacation days per month, for a total of \_\_\_\_\_ vacation days annually, to be taken at such time as is determined or acceptable to Tim Fletcher Co.

### Hours of work

- Monday to Friday, regular business hours.. From time to time, you may be required to work reasonable additional hours or after hours to fulfill your responsibilities.

## Commitment Period

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You agree to commit to working as a PHASE 1 TEACHER at RE/ACT for a time period of \_\_\_\_\_ months.

## Additional Notes

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## Agreement

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\_\_\_\_\_  
Director Name

\_\_\_\_\_  
Phase 1 Teacher Name

\_\_\_\_\_  
Director Signature

\_\_\_\_\_  
Phase 1 Teacher Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date