

Centre for Diverse Learners

Job Description: Facilitator, Building Safer Communities Program

Approved by:	Carolyn Rankin-Boutin
Date approved:	May 9, 2024
Reviewed:	

JOB TITLE:

Facilitator, Social Emotional Learning (SEL)

MAIN PURPOSE OF THE JOB:

Facilitators in the Building Safer Communities program will facilitate a social skills program to promote the development of social skills, building healthy relationships and promote self-esteem and self-advocacy in an effort to reduce gang and gun violence within the Halton community. The Facilitator incorporates strategies in accordance with Universal Design for Learning to support learners of all abilities. As part of this expectation, Facilitators are the primary contact with their students and their parents/guardians. Facilitators provide a final report of learning to the parents/guardians of their students.

COMPENSATION:

- \$25-27.50 per hour

REPORTS TO:

Program Manager, Social Emotional Learning

DIRECT REPORTS:

Volunteers, Co-Operative Education Students

DUTIES AND RESPONSIBILITIES:

- Uphold the Mission of CDL and its programs and services while conducting oneself in a professional manner as a representative of the organization
- Create a positive learning environment that encourages relationship-building between staff, the students, and yourself
- All facilitators must arrive at least 15 minutes before their session is scheduled to begin and remain available up to 15 minutes after each session for in-person sessions
- Conduct intake meetings to determine each student's area of need
- Remain in consistent communication with the program manager to discuss instruction, achievement, and evaluation (e.g., lesson planning, data collection, behavioural concern, safety issue, technology troubleshooting).
- Ensure each student is setting realistic, attainable goals for each instructional component area.

- Manage all communications to families via email and phone, including program surveys, weekly updates, notices to parent(s)/guardian(s) regarding changes in scheduling or cancellation of sessions, and responding to email inquiries as required.
- Any other duties, as mutually agreed

QUALIFICATIONS:

Preferred candidates for the position include individuals who have earned or are in the process of completing a post-secondary degree in Social Work (RSW), Child and a Youth Care Practitioner (CYCP) or Social Service Worker. Qualifications from similar education or social service post-secondary programs may be acceptable, depending on experience:

- Vulnerable Sector Check within the last 12 months.
- Prior experience working with individuals with learning differences and/or children, teens and young adults.
- Previous experience facilitation online or in-person programs.
- Reliable transportation to and from the program site and/or access to reliable and secure high-speed internet access, a personal computer (laptop or desktop), a microphone, speakers, and a webcam. Headphones are recommended.
- Registration with the Ontario College of Social Workers and Social Service Workers is an asset, but not required. Post-secondary education is required.
- Previous experience managing a group of people, such as volunteers, is an asset, but not required.
- Previous experience facilitating social skills learning and/or providing therapies.
- Previous experience with Individualized Education Plans (IEP) is an asset, but not required.

WORKING CONDITIONS:

- Flexible hours and delivery of programs during evenings and weekend in-person, according to parent and organizational demand.
- Access to a quiet and confidential workspace.

PHYSICAL REQUIREMENTS

- ***Strength Guidelines***
 - Ability to lift objects up to 50lbs
- ***Motion Parameters***
 - Extended periods of sitting and/or standing may be required
- ***Vision and Hearing Requirements***
 - No specific requirements to note
- ***Psychological Demands***
 - Interaction with others under varying circumstances, including situations of a highly sensitive nature.

ACKNOWLEDGEMENT & AGREEMENT

The above is not an exhaustive list of duties and you will be expected to perform different tasks as necessitated by your changing role within the organization and the overall business objectives of the organization.

SIGNATURE: _____
Employee

NAME: _____
Print

DATE: _____