

## Centre for Diverse Learners

# Job Description: Facilitator, Social Emotional Learning

Approved by:	
Date approved:	
Reviewed:	

### **JOB TITLE:**

Facilitator, Social Emotional Learning (SEL)

### **MAIN PURPOSE OF THE JOB:**

Facilitators in Social Emotional Programs facilitate various programs to promote the development of social skills and social problem-solving strategies, whilst also promoting self-esteem and self-advocacy in a supportive environment. The aim of the programs is to encourage friendship, positive social/emotional behaviours, self-advocacy and raise self-esteem. 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.

### **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 pre-assessment meetings to determine each child's area of need.
- Ensure each child is setting realistic, attainable goals for each instructional component area.
- Conduct post-assessment meetings to provide feedback on student progress.
- 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).

- 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.
- Facilitate in-person social emotional programming at various sites in the Halton and Hamilton Regions
- Review weekly Home Skills assignments with cohorts weekly with feedback, providing a Certificate of Program Completion
- Any other duties, as mutually agreed

### **QUALIFICATIONS:**

Preferred candidates for the position include individuals:

- who have earned a post-secondary degree in Social Work and are registered with the Ontario College of Social Workers and Social Services Workers (OCSWSSW) is strongly preferred.
- Child and a Youth Care Practitioner (CYCP) designation is an asset.
- Qualifications from similar education or social service post-secondary programs may be acceptable, depending on experience:
- Knowledge in a variety of play therapy models including directive methods (such as DBT, CBT, ABA) and non-directive approaches (such as Child-Centered Play based services) is an asset.
- Vulnerable Sector Check within the last 12 months.
- Access to a quiet and confidential workspace.
- Prior experience working with individuals with learning differences and/or children, specifically learning disabilities, ADHD/ADHD and Autism Spectrum Disorder Level 1.
- 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.
- 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) and Psychoeducational Assessments is an asset, but not required.

### **WORKING CONDITIONS:**

- Flexible hours and in-person delivery of programs during evenings and weekend according to parent and organizational demand

### **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:** \_\_\_\_\_