

Centre for Diverse Learners

Job Posting: Facilitator, Social Well-Being Independent Contractor

Approved by:	Samantha Sweet
Date approved:	<i>July 8, 2025</i>
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JOB TITLE:

Facilitator, Social Well-Being

TYPE OF EMPLOYMENT:

Independent Contractor with availability from September 2025 to June 2026.

MAIN PURPOSE OF THE JOB:

Facilitators in Social Well-Being Programs facilitate various programs to promote the development of social problem-solving strategies and executive functioning skills, 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. Additional programs promote executive functioning skill development such as time management and organization, cognitive flexibility, emotional regulation, and working memory.

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 will provide a final report of learning to the parents/guardians of their students.

REPORTS TO:

Program Manager, Social Well-Being Learning and Director of Programming

DIRECT REPORTS:

Volunteers, Co-Operative Education Students

COMPENSATION:

Individuals with applicable designation (e.g., Ontario Certified Teacher, Registered Social Worker/Social Service Worker) receive \$35.00 per hour.

Individuals without applicable designation receive \$30.00 per hour.

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 and the students.
- Conduct in-person pre-assessment meetings to determine each child'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).
- Manage all communications to families via email, 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.
- Submit Progress Reports and Summative Reports to the Social Well-Being Program Manager for approval.
- Communicate various reports to the parent(s)/guardian(s) via organization email.
- Monitors attendance for students, volunteers, and/or co-op students (if applicable).
- Facilitate in-person Social Well-Being programming at various sites in the Halton and Hamilton Regions
- Review Home Skills assignments with cohorts weekly with feedback
- Provide a Certificate of Program Completion
- Work to ensure the health and safety of all students and volunteers in the program.
- Any other duties, as mutually agreed

QUALIFICATIONS:

Preferred candidates for the position include individuals:

- Prior experience working with children and/or youth with learning differences, specifically learning disabilities, ADHD/ADHD and Autism Spectrum Disorder Level 1 and their families.
- Who have earned a post-secondary certification in Social Work, Child and Youth Work, Social Service Worker, or similar field may be acceptable, depending on experience.
- Knowledge of a variety of play therapy models including directive methods and non-directive approaches is an asset.
- Previous experience facilitation online or in-person programs with a focus on social skill and/or executive functioning skill development is preferred.
- Experience working with Microsoft Suite is an asset but not required.
- Previous experience managing a group of people, such as volunteers, is an asset, but not required.
- Reliable transportation to and from the program sites in the Halton and Hamilton regions.
- Vulnerable Sector Check within the last 12 months or willing to obtain prior to start date.

WORKING CONDITIONS:

- Flexible hours and in-person delivery of programs during evenings and weekend according to organizational demand.
- Have availability between Monday through Thursday for a minimum of two shifts a week between the hours of 3:00PM – 8:00PM

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.