



**Employment Services
Penticton**

WORKSHOP FACILITATOR

Regular Part-time 14 hours

MATERNITY LEAVE

For up to 6 months

Internal Posting Date: June 11-18, 2018

External Posting Date: June 11-22, 2018

(H.S.A. POSITION)

This position averages 14 hours per week, worked as two 7-hour days – Wednesday and Thursday. Wage rate per Grid Level 9 Collective Agreement. No extended benefits are available per Article 27. Start Date: July 03, 2018. This posting is to replace a regular employee on maternity leave.

The Workshop Facilitator promotes, plans and facilitates established workshops that provide employment readiness skills to women who have experienced or are at risk of violence and helps them to recognize, understand and overcome the effects of abuse.

Workshops support skill acquisition and build on current skills in the areas of basic communication, anger management, stress management, parenting, self-esteem and other topics related to recognizing, understanding and overcoming the effects of abuse with the goal of obtaining and retaining employment.

The Workshop Facilitator helps participants identify concerns, needs, risks and solutions. Provides crisis intervention, safety planning and emotional support if required.

Qualifications:

- Diploma in a related Human / Social Service field
- One year recent related experience, including some experience facilitating workshops

HOW TO APPLY:

Please send an email stating your desire to fill this position and describe any relevant training, experience or special skills that you have to: execdirector@sowins.com

Selection will be made on the basis of seniority, ability, performance and relevant qualifications.

DEADLINE FOR APPLICATIONS:
12:00 noon on Friday, June 22 2018



JOB DESCRIPTION

TITLE: Workshop Facilitator

PROGRAM: Employment Services

REPORTS TO: Employment Services Coordinator

WORKS WITH: Is accountable to and works closely with Employment Services Coordinator. Works with Employment Counsellor.

JOB SUMMARY: Facilitates workshops that provide employment readiness skills to women who have experienced or are at risk of violence and helps them to recognize, understand and overcome the effects of abuse. The Workshop Facilitator helps to recruit and select participants; promotes and delivers established programs by planning and facilitating group sessions; and provides skill development to clients in areas related to obtaining and retaining employment.

KEY DUTIES AND RESPONSIBILITIES:

1. Facilitates workshops to support skill acquisition and build on current skills in the areas of basic communication, anger management, stress management, parenting, self-esteem and other topics related to recognizing, understanding and overcoming the effects of abuse with the goal of obtaining and retaining employment.
2. Recruits and determines eligibility of prospective participants for the services based on their skills and needs.
3. Plans workshops in accordance with the program manual and the participants' skills and needs. Prepares for group sessions by reviewing program manuals and other related materials.
4. Promotes the services by performing duties such as distributing brochures and posters to the community and making presentations to community organizations.
5. Ensures that the necessary facilities, equipment and materials are available for the sessions.
6. Conducts evaluation and obtains client feedback on group effectiveness, material presented and facilitation style. Reports any difficulties to the Program Coordinator.
7. Maintains contact with clients between sessions to provide follow-up support if necessary such as reviewing course materials and clients' needs.

8. Maintains related records and reports in accordance with established policies and procedures.
9. Maintains up-to-date knowledge of SOWINS and other community resources to provide program-related information to clients.
10. Performs other related duties as required.

Qualifications:

Education and Knowledge:

Certificate in a related Human / Social service field

Training and Experience:

One (1) year recent related experience working with women who have been abused

Workshop facilitation skills

Or an equivalent combination of education, training and experience.

Behavioural Competencies:

1. Is respectful, non-judgmental and inclusive at all times.
2. Follows through on commitments and obligations.
3. Communicates effectively.
4. Fosters open communications
5. Plans and organizes time effectively and efficiently.
6. Represents SOWINS in a positive and professional manner.
7. Models the Society's Code of Conduct.

Job Classification: Group Facilitator

Grid Level: 9

Created: March 2, 2012

Approved JJEP: March 22, 2012

Amended: December 2014
March 2017

This position is funded by YMCA Okanagan and Open Door South Okanagan – WorkBC and is dependent upon continued funding