

JOB INFORMATION

GROUP FACILITATOR, *PARENTING IN CANADA* (TWO POSITIONS)

POSITION SUMMARY

The Group Facilitator is responsible to deliver the *Parenting In Canada Workshop*, based on program content developed by FSO, in partnership with Immigrant Women's Services Ottawa. The group is for mothers who are new to Canada. Activities include group facilitation, maintaining attendance records, preparation of group materials, room set up, purchasing of snacks for group, administering program evaluations, conducting exit interviews and referring participants to other community resources as required.

The group is offered one day/week, on Wednesday mornings from **November 14, 2018 – December 12, 2018 and January 9, 2019 – January 30, 2019.**

Qualifications

- ♦ Master's Degree, or equivalent, in social work, education or a related field
- ♦ A minimum of three (3) years related experience
- ♦ Experience working with groups, parents and families
- ♦ Experience working with diverse populations based on (but not limited to) culture, race, socio-economic status, gender identity, gender expression, gender and sexual orientation
- ♦ Strong knowledge of domestic violence and family separation and conflict
- ♦ Knowledge of community resources related to anti-violence, parent and family support
- ♦ Some knowledge of child custody and access
- ♦ Some knowledge of the ages and stages of child development
- ♦ Strong group facilitation and presentation skills
- ♦ Skilled at building rapport with groups and parents
- ♦ Strong interpersonal skills
- ♦ Skilled at maintaining accurate records
- ♦ Able to work as a collaborative team player and co-facilitator
- ♦ Ability to assess, intervene and defuse potential conflicts
- ♦ Ability to work with limited supervision
- ♦ Strong English language skills
- ♦ Experience working with cultural/language interpreters is an asset

TITLE:

Group Facilitator

REPORTS TO:

Director, Community & Anti-Violence Programs

TEAM:

Anti-Violence Programs

LOCATION:

Family Services Ottawa (FSO) and Immigrant Women's Services Ottawa (IWSO)

HOURS OF WORK:

Contract Position, Seven (7) hours per week for a maximum of 9 weeks + 14 additional hours

UNION/NON-UNION:

Union; salary level 5

CLOSING DATE:

Friday November 2, 2018 at 4:00pm

APPLY TO:

careers@familyservicesottawa.org

Terms and Conditions

- ♦ Must pass a police records check for working with the vulnerable sector
- ♦ Some evening work may be required
- ♦ Local travel is required

Posting Period

October 22, 2018 – November 2, 2018

FSO is committed to employment equity and diversity in the workplace and welcomes applications from women, members of racialized groups/visible minorities, Aboriginal persons, persons with disabilities, persons of any sexual orientation, and persons of any gender identity or gender expression. FSO is committed to ensuring that each individual will have genuine, open and unhindered access to employment opportunities. Accommodations are available for applicants with disabilities throughout the recruitment process. If you require accommodations for interviews or other meetings, please let us know.

While we thank all candidates for their interest, only those selected for an interview will be contacted