

JOB INFORMATION
GROUP FACILITATOR/TRAINER

ANTICIPATED START DATE: TO BE DETERMINED

OVERALL PURPOSE / MAIN FUNCTION

The Group Facilitator/Trainer delivers workshops, courses and or training, using the program content developed by FSO. Activities include group facilitation, maintaining attendance records, administering program evaluations and referring participants to other community resources as required.

MAJOR RESPONSIBILITIES

1. Program Delivery

- Facilitates and delivers groups and workshops as scheduled by the FSO staff including, but not limited to, the Parenting Programs Coordinator; uses the program content provided by FSO
- Provides individual parent coaching sessions to parents, with content and approach provided by FSO
- Sets up group rooms as required
- Responds to participant questions and refers participants to community resources for additional support as required
- Refers participants to program coordinator or director, for service related inquiries
- Purchases snacks for group and prepares coffee and tea on group nights, as needed
- Ensures that the meeting room is tidy and supplies are returned to program coordinator's office at the end of the evening

2. Administration

- Photocopies and prepares documents as required for program delivery
- Distributes program evaluations at the end of each workshop/course
- Provides completed evaluations to program coordinator
- Maintains attendance list and provides it to the program coordinator

3. Other Duties

- Performs other duties as assigned by the Program Director or the Coordinator

TITLE:

**Group Facilitator/
Trainer**

REPORTS TO:

Program Manager

TEAM:

Community Programs

LOCATION:

**Temporary Working
Remotely**

HOURS OF WORK:

Casual, on call

UNION/NON-UNION:

Union; salary level 5

\$28.40 - \$31.91

CLOSING DATE:

**Friday, April 30, 2021 at
5:00pm**

APPLY TO:

**Group Facilitator/
Trainer**

STATEMENT OF QUALIFICATIONS

I. Education & Knowledge

- Master's degree, or equivalent, in social work, education or related field

II. Experience

- 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

III. Knowledge

- Strong knowledge of domestic violence and family separation and conflict
- Knowledge of approaches to parent and/or LGBTTTQ+ education and family dynamics
- Knowledge of community resources related to LGBTTTQ+, anti-violence, parent and family support
- Some understanding and knowledge of child custody and access (optional depending on the group)
- Some knowledge of the ages and stages of child development

IV. Skills

- Strong group facilitation and presentation skills
- Skilled at building rapport with groups, parents and children; strong interpersonal skills
- Skilled at maintaining accurate records

V. Abilities

- Ability to work as a collaborative team player
- Ability to assess, intervene and defuse potential conflicts
- Ability to work with limited supervision

VI. Languages

- Strong English language skills

VII. Physical Demands

- Group programming is provided on-site or at other service provider locations in a group room setting. The position often requires light physical activity such as moving and setting up program tables and supplies. The services often require sitting and standing.

VIII. Working Conditions

- Community programming requires occasional working at and travelling to other local sites
- Evening work is required
- Must pass a criminal reference check

ADDITIONAL QUALIFICATIONS

- Fluency in other languages is an asset
- Demonstrated experience working with concurrent disorders
- Demonstrated experience working with clients who identify as LGBTTTQ+.

POSTING PERIOD

Tuesday, April 13, 2021 – Friday, April 30, 2021 at 5:00 PM

FSO is committed to employment equity and diversity in the workplace and welcomes applications from women, members of racialized groups/visible minorities, Indigenous 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 contact us.

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