



## Elmwood Community Resource Centre

### **Position: Group Facilitator**

Job Status: 25 hours /week- Term to March 31.2023

Salary Range: \$22- \$28/ hour

Closing Date: December 21<sup>st</sup> ,2022

Start Date: **January 09<sup>th</sup> ,2023**

Facilitator is responsible for the implementation and facilitation of psycho-educational session including employment skills, life skills, diversity & inclusion, educational session. The Group Facilitator will be member of the drop-in/administrative team

#### Responsibilities

- Develop and facilitate employment skills, leadership, diversity, inclusion, and educational empowerment sessions that will assist participants in strengthening their employment skills, life skills and educational opportunities.
- Organize or identify volunteer engagement opportunities for participants; allowing them to improve their employment skills.
- Provide on-going role modeling of soft skills such as being punctual, timely follow through, critical skills and having a positive attitude.
- Engage participants of all ages and abilities (mainly youth & adults) through various art-based activities,
- Provide one on one support to those needing additional time to process information,
- Connect with service providers, businesses, schools, and other stakeholders on an on-going basis, to determine current resources, programs, and available services for newcomers,
- Maintain accurate records of program activities, statistical data, and report monthly on all activity,
- Attend staff meetings, departmental meetings, and any other committee meetings.

#### Qualifications

- Experience in developing, organizing, and facilitating various psychosocial groups for youth and adult;
- Knowledge and understanding of various population groups within the Northeast area is an asset;
- Strong written and verbal communication skills; fluency in a second/third language an asset;
- Proficient in MS Office applications, basic skills in database, and Outlook;
- Satisfactory Criminal Record and Child Abuse Registry Check;
- A valid driver's licence and a vehicle is a requirement;

Work Hours: The hours of work will be between 2:30-8:00pm Mondays to Fridays; however, some weekends may be required as per the needs of the program.

**Submit resume and a cover letter to:**

E-mail: [jobs@elmwoodcrc.ca](mailto:jobs@elmwoodcrc.ca)

\* Only successful applicants will be contacted to schedule interview times\*