



THE FAMILY EDUCATION AND SUPPORT CENTRE
IS HIRING FOR THE POSITION OF
Course Facilitator
Parenting and Personal Growth Programs
~INTERNAL and EXTERNAL POSTING~

Job Details:

- This is one position for several programs which currently include:
Anger Monster Healthy Relationships/ My Changing Family
- Salary is \$36 - \$50 hour and is course dependent.
- Criminal Record check clearance required.
- Reports to Community Development Coordinator
- Flexible times and dates for courses

Position Summary:

Anger Monster facilitator will facilitate 2-hr x 4-week (8hr total) Parent's program features skills including anger cycles, goals of behavior, how to support their child's efforts to tame their anger monster, and calming techniques.

Healthy Relationships: This 2-day (12 hrs. total) course looks at the fundamentals of any adult relationship including the foundation, needs, wants, and communication skills.

My Changing Family: This course is 2hrs a week for 5 weeks (total of 10hrs). There are separate groups of children and parents taking place at the same time. Each group will learn tools and skills to help with divorce/ separation with a trained facilitator. The course will look at coping with grief and loss, children, and divorce/separation, dealing with the divorce/separation, conflict resolution, co-parenting, and managing joint custody.

Brave New You: This course is 4 x 5hr a week (total of 20hrs). Women learn about creating and keeping their boundaries, healthy communication, managing challenging conversations, expressing feelings, and identifying personal needs.

These courses are scheduled to run from 2-3 times a year and are dependent minimum registration. There is no additional planning time available.

Specific Tasks and Responsibilities:

- Prepares prior to course starting with paperwork/course material/ photocopy. handouts.
- Facilitates groups in line with agency philosophy and course content.
- Takes attendance.
- Other duties as required and requested.
- Check in and update the Community Development Coordinator after each class.
- Provide any necessary documentation for reporting requirements.
- Submit bi-weekly timesheets on agency payroll system.

Qualifications and Experience:

- A diploma or degree in Child Development, Adult Education, Counselling Psychology, Social Work, or another relevant field.
- Two years' experience in a relevant field
- Alternatively, a combination of relevant education and experience will be considered.
- Facilitator training.
- A second language is an asset.

Job Skills and Abilities:

- Ability to work with course material.
- Enthusiasm for working with diverse populations, in a culturally safe and inclusive environment.
- Ability to work in a team environment with the confidence and skills to carry out roles and responsibilities with minimal supervision.
- Proven facilitation skills.
- Awareness and proven ability to practice culturally safe and trauma informed practice.
- Exceptional communication ability both verbally and written.
- Ability to model respectful communication between parent and child.
- Exceptional personal and professional boundaries; conflict resolutions skills.
- Organizational ability.
- Ability to operate audio-visual equipment and how to access information from the internet using a tablet and/or a cell phone.
- Flexible schedule (requires some evening and weekend work)
- Knowledge of Duty to Report

Please submit resume and cover letter to Nikki Nevison N.nevison@familyed.ca this position will be posted until filled.