

## Job Description – Compass Program Facilitator

### What we do

Since 1952, Easter Seals BC/Yukon (ESBCY) programs and services have aspired to make a difference in the lives of persons with disabilities. We have helped improve access and mobility, housed families in need when they are required to travel for specialized medical care, and inspired generations of children, teens and adults with disabilities at summer camp.

Our work reaches communities across BC and the Yukon, and with 25% of the population in British Columbia alone recognizing they have a disability, the work we do is important now more than ever. Which is why we're looking for passionate people to join our team and help move our mission forward.

### About the Compass Program

To support youth and young adults on their journey to self-sufficiency, we provide programs like Compass for participants to learn essential life skills. Compass is a program adapted from Adoptive Families Association of BC's Stepping Stones, which was originally designed and intended to meet every day needs of youth and young adults who are transitioning out of foster care in BC. ESBCSY's overall purpose for the Compass program is to enhance opportunities for vulnerable youth and young adult populations through the provision of an easy to follow and flexible life skills curriculum. We know that life skills and support to develop solid action plans helps individuals of varying abilities to learn about their emotional, social, physical, and mental health needs and to set goals towards what matters most in their lives.

### What you'll do

As the Facilitator for our life skills program, Compass, you will demonstrate your passion for improving the outcomes for youth and young adults with diverse abilities. You oversee the day-to-day programming activities and participant involvement for all Compass sessions. You ensure that excellent service delivery of programming relevant to Compass curriculum and development occurs. Also, the Facilitator ensures effective program delivery consistent with ESBCSY mandate, mission, and values.

### Essential Functions:

- Plan, organize and follow Compass program schedule. Be able to adapt based on need and participant interest.
- Ensure Compass delivery is consistent with ESBCSY's mandate, mission, and values.
- Communicate with participants in a sensitive manner to provide them with a positive learning experience and a safe and secure learning environment.
- Coordinate Compass program planning and services that are personalized, timely, creative, and effective.
- Assist in participant intake and attendance
- Support the completion of surveys and anecdotal reports
- Liaise with external facilitators and coordinate with internal programs for guest speakers
- Identify gaps in and explore increasing partnerships to fill gaps
- Attend regular team meetings, staff training sessions and program planning meetings

## Requirements for Position

### Qualifications:

- Post-secondary education in Human Services or Social Sciences
- Supervisory experience of 2 to 3 years in the social service sector
- A relevant combination of education and experience combined with general suitability and experience working with youth and young adults with diverse abilities.
- Undergo & maintain satisfactory Criminal Record Check
- Standard First Aid Certification
- Non-Violent Crisis Intervention (preferrable)
- Agree to the ESBCSY's Code of Ethics

### Knowledge, Skills, and Abilities:

- Ability to act, engage and support young adults through a trauma informed lens, or be willing to learn.
- Ability to work collaboratively in a team environment
- Excellent organizational and time management skills,
- Excellent administrative skills, including database management and maintaining the TEAMS Compass folder.
- Ability to work with all age groups and populations.
- Strong interpersonal and communication skills
- Ability to monitor, assess and record learner progress, survey, and make adjustments to plans and services
- Crisis management skills

### Behaviours:

#### **Accountability**

Accepts full responsibility for self and contribution as a team member; displays honesty and truthfulness, confronts problems quickly

#### **Attention to Detail**

Accomplishes a task through concern for all the areas involved, no matter how small. Monitors and checks work or information and plans and organize time and resources efficiently.

#### **Communication**

Effectively communicates by actively listening and sharing relevant information so as to anticipate problems and ensure effectiveness.

#### **Cultural Awareness**

Demonstrates an open-minded approach to understanding people regardless of their gender, age, race, origin, religion, ethnicity, disability status or other characteristics. Treats all people fairly and consistently. Effectively works with people from diverse backgrounds by treating them with dignity and respect.

#### **Flexibility**

Able to adapt to and work with a variety of situations, individuals and groups. Able to think on feet and is not disconcerted or stopped by the unexpected.

## **Teamwork**

Able to effectively work and complete assignments in group settings. Works cooperatively, with a positive attitude with others to achieve common goals. Treats others with dignity and respect and maintains a friendly demeanor. Values the contributions of others.

### **Aligns with Team Values:**

- We are passionate and have a true sense of purpose.
- We believe in growth and evolution.
- We value efficiency and structure.
- We respect each other, our communities and supporters.
- We commit to building effective relationships, internally and externally.
- We thrive on teamwork.
- We have balance in our lives.

The position is 12 hours per week, spread over 3 days as determined by the Supervisor. The specific hours and days of work are negotiable as long as the work is completed. The remuneration is \$20.00 per hour and does not include eligibility for benefits. You are required to adhere to our employment policies as outlined in our Employee Handbook.