

## Job Posting

# #21.86 EMPLOYMENT FACILITATOR

## OUR WORKPLACE

*This posting is open to all qualified applicants.*

Our Place Society is an organization founded on progressive and inclusive Christian values and principles. We work as a team to create a nurturing atmosphere of home and family, where all are welcome. **A team approach is critical to living out our mission and values, and directing our work.**

### Job Purpose

Our WorkPlace is seeking an energetic and engaging Employment Facilitator to complement the Our WorkPlace team. The facilitator will lead and create weekly workshops on a variety of topics around employability skills and job maintenance to different groups of 6-8 participants.

### Duties and Responsibilities

- *Develop the curriculum for the new upcoming employment workshops*
- *Work in conjunction with the existing volunteer facilitators*
- *Schedule and be able to step in at a moment's notice*
- *Design workshops that are focused on meeting the clients where they are at, and be taught through a trauma-informed lens*
- *Facilitate workshops targeted to help clients recognize skills and values, interests and abilities related to employment*
- *Facilitate job search workshops to guide clients on resume development, interview skills and basic job search*
- *Facilitate workshops that increase clients' job maintenance skills such as communication and problem-solving skills as well as workplace assertiveness*
- *Monitor client attendance and progress, maintain constant communication with the job coach, job developer and Manager*
- *Create methods to monitor the individual progress of the participant throughout the program*
- *Provide reports regarding client performance and progress*
- *Review content to ensure it is current and appropriate to client group*

## Qualifications

- Experience and a high comfort level working with marginalized populations is essential.
- Experience facilitating to groups is essential
- Ability to establish and maintain productive relationships with clients
- Ability to encourage and retain clients in services and maintain motivation towards employment
- Written and verbal communication and presentation skills
- Experience working with Indigenous population is an asset.
- Good communication and interpersonal skills. Must display tact and diplomacy.
- Ability to interact with people of all ages and cultural backgrounds.
- Ability to problem solve and deal with conflict effectively.
- Ability to work constructively with employees.

## Working Conditions

- Shifts – Monday to Friday, Day Shift, 28 hours per week.
- Salary - **\$23.03 to \$25.62 per hour.**
- Excellent employer paid benefits and RRSP matching program after successful completion of 3 months of employment.
- 3 weeks accrued vacation and 1 sick leave per month.

## How To Apply

Eligible candidates are invited to submit a covering letter with their resume detailing their related background, experience and qualifications by 4:30 p.m. on Monday, November 1, 2021, to [careers@ourplacesociety.com](mailto:careers@ourplacesociety.com) or to Our Place Society, Attention Marion Hoadley, HR Manager, 919 Pandora Ave, Victoria, B.C. V8V 3P4. Please quote “**File #21.86 Employment Facilitator – Our WorkPlace**” in the subject line.

**Please note: All applications must have a cover letter to be considered.**

We appreciate your time and interest in the position. However, due to the volume of applications, only shortlisted candidates will be contacted.

Our Place Society is an equal opportunity employer. We value the diversity of the communities we serve, and are committed to engaging and developing a diverse and inclusive workforce. Our Place Society welcomes applications from First Nation, Inuit, Métis, New Canadian, differently-abled, and LGBTQ2S communities