

CSJ 2 JOB ADS

IA SENB is seeking a mature, responsible, engaging and self-motivated individual with good decision-making skills; problem-solving skills; and strong verbal and written communication skills.

Position will require a combination of on-site and remote responsibilities.

Job #: #CSJ-ROPD-21 (2 positions available)
Job Title: Research and Online Program Development
Salary: 11.75/ Hour
Duration: 10 Weeks at 35 hrs per Week

To be Eligible . . . candidates must

- be between 15 and 30 years of age at the start of the employment*;
- be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the *Immigration and Refugee Protection Act* for the duration of the employment**; and,
- have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations

Main accountabilities for this position include but are not limited to:

- Research, Adapt and/or Develop, Pilot and Review online Program modules and information sessions for individuals with intellectual and developmental disabilities and their primary care givers
 - *update, conduct, collate and review results of survey, Identify to determine priority needs
 - *research Literature Review Models for online training, information sessions & Evaluation tools
 - Identify gaps
 - *identify and recruit participants for Trial Pilots
 - *draft selected Program Models and Evaluation Tool
 - *vet and finalize programs and evaluation tools programs
 - *set up and implement Trial Pilots of 1 self-advocate and 1 caregiver program
 - *evaluate Programs, Review results Prepare final report with recommendations for improvements

Preferred Level of Education / Fields of Study/Experience

Post Secondary 4th or 5th Year with emphasis in Education (especially Adult Education), Research, Curriculum Development,

- Knowledge of and Experience with Online ‘Virtual’ Platforms
- Research(Literature Review) and Curriculum Development, Implementation and Review
- Knowledge of MS Office (word processing software and document formatting)
- Planning and time management skills
- Multitasking, prioritizing daily workload, and problem solving
- Excellent writing skills, Strong Communication, Presentation, and Facilitation skills. Strong verbal and written skills (bilingual is an asset)
- Discretion and confidentiality

Interested applicants are invited to submit a **cover letter and current resume** and to:

contactus@inclusionadvocacy.ca

by **4:00 p.m. May 03, 2021**. Please quote **Job #CSJ-ROPD-21**.

We thank all applicants for their interest, however, only those selected for an interview will be contacted.