

VT-YT Facilitator, 23 JOB AD, August 2023

POSITION: (#VT-YT/23) Volunteer Training and Youth Transition, Program-Facilitator

Inclusion Advocacy SENB (IA SENB) . . . is a local Not-For-Profit, charitable association, dedicated to inclusive communities, protecting the rights and promoting the interests of individuals (from birth to seniors) with intellectual and developmental disabilities and their families in Southeast NB.

. . . is seeking a mature, responsible, engaging, and self-motivated individual, who values and understands inclusive communities, (where individuals with a disability are provided the rights, opportunity, and support to follow the same path as those who do not have a disability – going to school, having friends, attending post-secondary education, working, and having valued roles in their community, to name a few), and has good decision-making, problem-solving, research, program development, presentation, communication, and facilitation skills for the position of a **Volunteer Training and Youth Transition, Program-Facilitator**.

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

The successful applicant, working collaboratively with the Executive Director and VT-YT Program Design Lead, will lead and implement training sessions to establish a robust, core group of trained volunteers, and facilitate persons-centered futures planning (P-CFP), and training, for youth and adults with intellectual and developmental disabilities (IDD). The youth will be to actively participate in the development of their P-CFP and other planning processes as appropriate, to assist in improving their foundational and transferable skills in preparation for transition to more independent adult living in their community.

Preferred Level of Education / Fields of Study/Experience

- ✓ Community College or University, studies in Community and Program Development, Education and Adult Education, Supported Employment Counselling . . . or equivalent studies and experience, required.
- ✓ Strong planning and organizational skills, (including time management, flexible, able to multitask and prioritize daily workload) required.
- ✓ Excellent Facilitation skills,
- ✓ Excellent English verbal and written communication skills required, (French is an asset).
- ✓ Proficiency in the use of Microsoft office Suite, e-mail, social media, Microsoft Word, and Excel for program correspondence and reporting, general office software for data tracking and document formatting required.
- ✓ Strong problem solving, managerial, and interpersonal skills required.
- ✓ Discretion and confidentiality required.
- ✓ Experience working with individuals with intellectual and developmental disabilities is an asset.
- ✓ PATH Facilitation Training is an asset.
- ✓ Valid Driver's License, clean driving record and access to a reliable vehicle required.
- ✓ Approved criminal record /vulnerable sector check required.

This is a 6 month, part-time, (25 hours/week) contract position. *Potential for a contract extension.*

WAGES: Contingent on education, skills, and experience.

IA SENB is an equal opportunity employer.

Interested applicants are invited to submit a **cover letter and current resume** to:
contactus@inclusionadvocacy.ca by September 15, 2023. Please quote **Position #VT-YT23**

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

IA SENB acknowledges that funding for this position has been possible, in part,
through a generous grant, from New Brunswick Children Foundation.

IA SENB has been serving individuals with intellectual and developmental disabilities,
and their families, in Southeast NB since 1987