

Casual/Part Time General Facilitator – Beyond 21.

At Beyond 21 we work to enable adults with developmental disabilities to live connected, respected, and contributing to our community.

Our mission is to create and offer a unique structured programming that is meaningful, inclusive, and community based. To create a safe environment where adults with developmental disabilities can thrive and grow socially, physically, emotionally, and intellectually. To connect adults with developmental disabilities with the skills and community knowledge they need to success in their futures. To offer programming for adults with developmental disabilities that highlights and maximizes each individuals' potential. To build and foster local partnerships that help support adults with developmental disabilities in the community and to promote and encourage lifelong learning.

Job Function:

Fill in on a casual basis as needed.

Lead and facilitate activities for participants attending the Beyond 21 program. Collaborates in the development and implementation of person-centred plans, monitors progress of goals, engages as a team member and is supportive to all staff, participants, caregivers, and community partners.

Work Location: Working hours may be at the Beyond 21 Main Building, within the community, or other designated areas, including remote/virtual

Hours of work: Monday-Friday: 8:15-3:15. Some flexibility with hours may be necessary due to various events.

General Facilitators are entitled to 30 minutes of break time during the day.

Administration:

- Ensures all Beyond 21 related Policies and Procedures are followed.
- Actively participate in the development and execution of Individual Support Plans to facilitate the physical, social, emotional and environmental well-being of all participants
- Other duties as assigned by supervisor or designate such as: cleaning work area or corresponding with families

Participant Care

- Assist participants to develop skills so they may reach their full potential
- Implement actions that support the participant's ability to reach their goals
- Actively ensure that the quality of programming and engagement is effectively applied while maintaining participants' dignity and respect
- Engage participants in activities that are meaningful
- Encourage social interaction between participants
- Include participants in discussions and planning for programming
- Promote a safe environment for all
- Effectively implement positive behavioural support plans and provide feedback when necessary
- Organize, plan and implement various group activities
- Participate in activities within the community as they relate to the work or mission of Beyond 21
- Will assist with personal care

Communication

- Communicate in a positive and effective manner between your co-workers and other personnel

- Support and encourage an environment that is safe and productive to all members and participants of Beyond 21.
- Complete written reports as required.
- Communicate any areas of concern/feedback, opportunities, improvements, to the Program Director
- Maintain the confidentiality of all information related to the agency, its Board of Directors, employees and participants
- Take care to protect the organizational resources
- At all times represent Beyond 21 in a positive manner
- Direct any social or local media questions or concerns to the Program Director

Health and Safety

- Adhere to the Policies and Procedures in accordance with the Occupational Health and Safety Act of Ontario.
- Visually inspect surroundings and notify supervisor or designate of any concerns.
- Follow procedures for reporting all hazards, incidents and/or accidents

On-going Education and Continuous Learning

- Maintain First Aid/CPR certificate
- Maintain Behaviour Management Systems Training (BMS)
- Complete necessary training as outlined by the Program Director

Qualifications

1. Diploma in Developmental Service, S.S.W, or equivalent
2. Current First Aid and CPR training, or willing to obtain within specified time frame
3. Previous experience working with individuals with developmental/physical impairments
4. Strong ability to cope with stressful situations
5. Excellent written and oral communication
6. Current Vulnerable Sector Police Screening (less than 3 months)
7. Demonstrated ability to work effectively as a member of a team
8. Demonstrated ability to thrive in a participant-centric environment

Compensation:

Casual/Part time facilitators are paid \$21/hour.

Interested Individuals, please e-mail a cover letter and Résumé to executivedirector@beyond21.org no later than 4:00pm on March 19th 2021. For more information call 613.935.3121