

Position Title: Program Facilitator/Inclusion Associate Trainee
Location: Barrie, Central
Hours of Work: 20-30 hours per week
Hourly Pay Rate: TBD
Position Status: Permanent
Reports To: Peggy Crane – Director,
Curriculum Developer/ Senior Program Facilitator

The Program Facilitator/Inclusion Associate coaches, supports, guides, and directs Youth/Young Adults with Intellectual Disabilities in a group setting designed to enhance Social Skills Development and Executive Functioning through a structured curriculum. Additional program description and tasks are available.

Specific Knowledge and Skills:

Be familiar with and consistently apply the principals of Checkered Door with respect to the Vision, Policies and Procedures

Solid understanding of ASD and/or other developmental disabilities and the unique support requirements of persons with these diagnosis

Demonstrate a passion for creating and maintaining an enjoyable, positive, and safe environment in which participants learn, grow, and have fun while exploring their full potential

Implement and facilitate programming and activities for group participants as directed by Curriculum Developer/Senior Facilitator

Demonstrate experience applying the principals of (IBI), (ABA) and the Zones of Regulation

Provide appropriate support to ensure the Health and Safety of participants and ensure compliance to Policies and Procedures associated with Health and Safety and COVID 19 Health and Safety.

Ensure that Behavioural and Crisis Protocols are consistently practiced and documented according to Policies and Procedures. Document and report incidents and serious occurrences accurately and immediately

Advanced communication skills both written and oral

Maintain individual files in an organized, up-to-date format for the purpose of ascertaining an individual's participation and progress

Maintain detailed communication logs and case files

Respects and ensures confidentiality in all matters

Advanced interpersonal skills to interact successfully with a diverse group of individuals as well as staff members, supervisors, parents and caregivers, other stakeholders

Ability to work independently and be self-directed using solid judgement

Works collaboratively as a member of a team and contributes to positive team functioning

Familiarity with applicable legislation and regulations, (Developmental Services Act Ontario)

Working knowledge of computers and software including Microsoft Office, E-mail, and Internet as well as tablets, cell phones and other electronic communication/accommodation devices

Assist with all aspects of marketing including maintenance of Facebook Page, digital ads, posters, and attendance at selected events

Current criminal reference check and vulnerable sector screening

A class (G) driver's license, clean abstract and access to a reliable vehicle, (responsible driving of company vehicle as alternative)

Current Certified CPR/First Aid, Non- Violent Crisis Intervention, Crisis Intervention Prevention

Education and Experience:

A College Diploma or University Degree related to Behavioural Science, Bachelor or Education, Special Education, Bachelor of Psychology, Social Work/Services, Child, and Family Studies, with minimum 3 years' experience working with youth or young adults with Intellectual Disabilities.

- ✓ The appropriate combination of education and work experience may be considered in the employment agreement.