

POSTING NOTICE

COMPETITION #: SC-051-2425

POSTING DATE: December 17, 2024

CLOSING DATE: January 7, 2025

CLOSING TIME: 12:00 PM

POSTED: INTERNAL/EXTERNAL

POSITION TITLE: Facilitator

PROGRAM: Pathways to Education and Employment

CLASSIFICATION: Level 6

SALARY: As per Collective Agreement Non-Instructional Salary Grid

CAMPUS: Melfort, SK

POSITION TERM: January 20, 2025 – May 16, 2025

HOURS OF WORK: 382.5 hours (3 days per week for 7.5 hours per day)

STATUS: Term / Part-Time

IMMEDIATE SUPERVISOR: Erin Sobkow, Senior Coordinator, Community & Employment Programs

Applications including Resume & Cover Letter to humanresources@suncrestcollege.ca

POSITION SUMMARY:

Under the supervision of the Coordinator, Essential Skills, this position is primarily responsible for developing, coordinating, delivering and facilitating the classroom component of various programs. The program goal is to help build workforce skills within participants.

JOB DUTIES AND RESPONSIBILITIES:

1. Program Delivery and Coordination

- Develop and deliver workshops in job readiness, job search skills and career planning, life skills and personal development.
- Provide individualized guidance and support to project participants.
- Case Management of clients including monitoring, mediation and coordination throughout all phases of program, including job readiness, job search, work assessment and placement.
- Process and store legal documents related to work placement
- Refer participants to appropriate resources for crisis counseling.
- Refer clients to appropriate College departments and external agencies as required to secure and enhance their potential for successful transition to work.
- Coordinate, monitor and report on job placements with potential employers and provide assistance for workplace supports.
- Liaise with sponsoring agency consultants and external agencies in regard to individual client concerns, needs and action plans.
- Cultivate and maintain strong relationships with area employers and the business community at large in order to keep up to date labour market information.
- Adapt instruction for varying abilities by employing a variety of teaching styles and methodologies.
- Facilitate the learning outcomes of the program material and programs.

- Collect student documentation and reports where required; assist in preparing program reports; distribute reports and documentation internally and externally as required. Maintain program course records as required.
- Monitor program and course activity and provide feedback to the supervisor. Participate in evaluating program effectiveness in meeting community/industry needs.
- Maintain professional relationships with internal and external stakeholders, such as instructors, supervisors, inter-departmental colleagues, funders, students and employers.
- Assess student skills for employment success.
- Develop and / or research resources and make recommendations on the selection and purchase of resources for College staff and student use.
- Liaise with employers for work placements.
- Provide individual Essential Skills programming and support to participants.
- Resolve conflict, address situations in order to best manage the classroom and the program.
- Promote Essential Skills programming to external agencies (i.e. business and industry, community groups) as directed by supervisor.
- Serve as a resource, providing expertise in the Essential Skills program area to all clients as required.
- Assist students with the preparation to meet learning goals.
- Conduct intake, assessment and program coordination as necessary

2. Administration

- Communicate with Essential Skills Coordinator, participants, external agencies, and employers.
- Complete timely, written reports as required by the project.
- Respond to the requests of participants or other facilitators.
- Ensure learners complete necessary documentation.
- Maintain and ensure accuracy and completeness of records relating to the program.
- Collaborate with the program supervisor and other college staff to provide input on the development of program plans and targets.
- Prepare routine documents and reports as required.
- Maintains a library of resources. (I.e. Researches materials, monitor circulation, inventory, and remove out-dated or damaged materials).

3. Additional Duties

- This position will be required to travel frequently; most travel is within the College area, with few overnight stays necessary. Some provincial travel is required.
- Other duties as assigned.

QUALIFICATIONS:

1. Education & Experience

- The minimum educational qualification for this position is a two-year post-secondary diploma or equivalent in Human or Social Services or Behavioral Sciences field or a journeyperson trade certificate. This education or training would provide general skills transferable to a multitude of workplaces and the ability to understand the workplace. This education would typically provide knowledge in group facilitation, adult education methodology, Essential Skills and counseling skills.
- The minimum amount of practical, related experience required to perform the duties of this position is two years. This experience would typically provide skills required to provide career information, to

effectively liaise with employers or funding agencies and to develop needs based approaches to workshop development and delivery and with Essential Skills programming.

- Demonstrated experience working in a cross-cultural environment.
- Demonstrated experience handling sensitive issues.

2. Knowledge, Skills & Abilities

- Demonstrated knowledge of Essentials Skills.
- Excellent interpersonal and communication skills including written, verbal and public relations.
- Demonstrated computer skills, word processing and spread sheet applications, including the ability to use the internet for research and email systems. Must be familiar with a Windows environment.
- Demonstrated ability to work with a variety of community partners and stakeholders.
- Demonstrated skill in demonstrating diplomacy and tact.
- Demonstrated ability to work independently and as part of a team.
- Demonstrated aptitude for preparing and delivering public presentations.
- Ability to motivate students to meet their goals and objectives.
- Demonstrated ability to analyze needs, solve problems, and make recommendations
- Ability to travel as required by the position.
- Demonstrated knowledge of Workplace Essential skills and Employment programming.
- Demonstrated knowledge of the Aboriginal culture and the common workplace barriers inhibiting inclusion in the workforce.
- Demonstrated ability to engage varying participant ability levels i.e. mental and physical limitations.
- Demonstrated experience in managing multiple tasks.
- Demonstrated personal responsibility for the performance necessary to achieve individual and / or team goals and objectives.
- Ability to research information and opportunities, make decisive decisions, and use deliberate strategies to influence, persuade or inspire others.
- Ability to adapt to changing circumstances.
- Ability and willingness to perform position duties remotely. This includes having a dedicated workspace with reliable and sufficient internet connection along with the ability to self-motivate.
- Ability to access files remotely.
- Demonstrated familiarity with the tools and technologies that support working from home.

3. Other Requirements

- Valid Driver's license is required.
- Satisfactory Criminal Record Check and Vulnerable Sector Check Required