



Assistant Program Facilitator

Locations:

- 581 Trethewey Drive, Toronto, ON (West Toronto)
- Job Type: **Part-time 24 hrs**
- Required education: **Diploma/Certificate**

Application Deadline: *Internal: June 23rd, 2017 ----- External: June 28th, 2017.*

As a community-based service organization, Corbrook has been making an important contribution to the lives of people with disabilities and their families for over sixty-five years. We pride ourselves on delivering our services using a person-directed philosophy and approach. As a Centre for Learning, we offer services that provide training and learning opportunities, employment preparation and placement, literacy, respite and supported community activities. Our services are offered at our two campuses located in the East and West of the city and at partner locations across the Greater Toronto Area. The Assistant Program Facilitator is part of a team that delivers life skills and employment preparation programs to adults and youth with varying abilities.

Overall Accountability: The Assistant Program Facilitator reports to the Manager of Services. This position is a non-unionized, part-time up to 24hrs, 1-year contract.

Major Duties and Responsibilities:

- Prepare curriculum-based materials and resources in advance of training sessions
- Assist training facilitators by providing in-class mentorship and tutoring to participants
- Support in-person, email and phone program outreach
- Organize information sessions for agencies, families and participants
- Ensure and encourage an engaging, safe, interactive and empowering environment for participants
- Supervise participants during breaks and lunch
- Maintain inventory of supplies and order when required
- Provide administrative supports as needed
- Ensure that Corbrook's health, safety and risk policies and protocols are followed



- Prepare reports and documentation as required

Skills and Qualifications

- Understanding of communication needs and behaviours of persons with disabilities
- Knowledge of task analysis, accommodation practices, learning styles and instruction strategies
- Strong time-management skills
- Physically fit and able to lift 50 lbs
- Post-secondary degree or diploma in the Social Sciences or Developmental Services
- Critical thinker and problem-solver
- Ability to work a flexible schedule including weekends and/or evenings as per program, operational or participant need
- Ability to work well independently and as part of a team
- Excellent spoken and written communication
- Organized, ability to multi-task and deal effectively with stress

Additional Assets

- Certification in CPR/First Aid and Safe Management/CPI, NVCI or MCSS recognized crisis intervention training
- Fluency in ASL (American Sign Language) or a second language
- Valid within the last 6 months, Vulnerable Sector Police Clearance.

Submit a resume and a cover letter for consideration to HR@corbrook.com please site position title and preferred location if applicable in the subject line.

Corbrook is committed to providing accommodations for people with disabilities. If you require an accommodation, we will work with you to meet your needs.

For more information about Corbrook please visit our website at www.corbrook.com