

**Nelson Community Services
JOB DESCRIPTION**

JOB TITLE: **GROUP CO-FACILITATOR - PRE-EMPLOYMENT PROGRAM**
Reports to: Counselling and Family Services Program Manager
Classification: Adult, Youth and/or Child Counselor
Grid Level: 14-P
Effective Date: July 2014
Last Updated: August 2020
Union: BCGEU
Job Summary: The incumbent in this position works in close collaboration with the Kootenay Career Development Society's (KCDS) Employment Counsellor to coordinate and co-facilitate a psycho-educational pre-employment group for women/men who have experienced multiple barriers to employment, including trauma and abuse. Two 6-session groups take place each year.

Duties and Responsibilities:

1. In collaboration with the KCDS and NCS Program Managers, determines group start/end dates, budget, and any other relevant contractual matters.
2. In collaboration with KCDS, develops and implements all program promotional materials.
3. Ensures that the referring community is continuously aware of current program information; provides information sessions to potential participants and community groups.
4. Coordinates intake sessions and conducts intake/screening interviews in conjunction with the KCDS Employment Counsellor.
5. Implements the program curriculum and evaluation tools, as per the Program Manual provided; collaborates to ensure program components are in place and scheduled appropriately.
6. Prepares materials and purchases supplies relevant to each group session.
7. Works within the program budget provided.
8. Co-facilitates group sessions in collaboration with KCDS Employment Counsellor.
9. Provides one-to-one client support related to group participation, as needed, and as budget permits; makes appropriate referrals to other community resources.
10. Participates in debriefing sessions with the KCDS Employment counsellor and Program Manager.
11. Maintains client and program information according to established policies, procedures, and standards.
12. Conducts program evaluation and submits a final program evaluation report within two weeks of program's end.
13. Adheres to all relevant Agency policies, procedures, and standards including relevant funder/contract requirements.
14. Participates in regular supervision with the Program Manager.
15. Supervises practicum students as required.
16. Performs other related duties as required.

Qualifications

Education:

Minimum of a Bachelor's degree in human service or a related field, or the equivalent combination of education, training and experience.

Experience:

Minimum of two (2) years' recent related group counselling experience with women/men who have experienced multiple barriers to employment, including trauma or abuse.

Additional Skills:

1. Proven skills in counselling women/men from a trauma-informed* perspective. (*recognizes the importance of facilitating women/men's understanding of the emotional and psychological impact of the trauma resulting from abusive or violent experiences; and to facilitate their understanding of how power imbalances in society's political, social, cultural, religious, and economic institutions influence relationships with self and others).
2. Proven skills in psycho-educational group facilitation and working with group dynamics, particularly associated with trauma.
3. Willingness to learn on-line group service delivery approaches.
4. Ability to ensure that group participants are free from exposure to religious, political, social beliefs, or affiliations of facilitators in the group setting.
5. Competent in working with women/men from diverse cultural backgrounds and lifestyles.
6. Well-developed interpersonal, oral and written communication skills.
7. Good organization and time management skills.
8. Ability to work independently as well as in a team environment.
9. Ability to work collaboratively and cooperatively.

Other Information:

1. Must hold a valid First Aid Certificate.