



## **JOB DESCRIPTION**

<b>Position Title:</b>	Employment Programs Co Facilitator
<b>Reports to:</b>	Programs Coordinator
<b>Hours of work:</b>	12 -15 hrs. a week Monday – Thursday between the hours of 8:30 am to 5 pm
<b>Location:</b>	Victoria, BC and supporting remote locations
<b>Term:</b>	3-to-6-month Contract (with the possibility to renew)
<b>Salary:</b>	\$30.01 to \$33.05 per hour

Bridges has been providing life-change through our healing, education, and employment programs since 1988. Our services are open to all women BIPOC (transgender and cisgender), non-binary, and two-spirit people who identify as a part of the women’s community and who have been impacted by violence or trauma at any time in their lives. We strive to empower participants to reclaim their voices and personal autonomy, while working towards financial independence and security as they rebuild their lives.

We respectfully acknowledge that the lands on which Bridges for Women is located is the traditional territories of the Ləkʷəŋən peoples (Esquimalt and Songhees nations). Our programs and services are also offered in the territories of the WSÁNEĆ (Pauquachin, Tsartlip, Tsawout, and Tseycum nations), Malahat (Mill Bay), Pacheedaht (Port Renfrew), Scia’new (Beecher Bay), T’Sou-ke (Sooke) peoples. Additionally, we provide online programs in the traditional territories of the Kwakwaka’wakw, Nuuchahnulth and Coast Salish peoples.

### **Position Summary:**

Reporting to the Programs Coordinator, the Facilitator will co-lead sessions and workshops both online and in-person group learning environments. In this role the Facilitator will provide regular support, coaching and related services all within a trauma-informed framework while fostering an empathetic, empowering, and inclusive space for learning. In addition, they will collaborate with community partners and referral agencies to enhance program delivery.

Working from an intersectional feminist perspective, the Facilitator brings experience and insight into the unique needs and priorities for BIPOC, cis women, trans women, and non-binary individuals who have experienced violence and other trauma. As part of an interdisciplinary team, the Facilitator plays a vital role in collaborating with other Bridges staff to ensure the organization’s growth aligns with community needs.

This is a three-to-six-month contract with the possibility of extension. It is expected to be approximately 12 to 15 hours a week.

The Facilitator's key responsibilities include the following areas and may be revised based on the Society's needs:

**Responsibilities:**

**Group Facilitation and Curriculum Development:**

- Co-facilitates group workshops on personal development topics such as: boundaries, assertiveness, communication skills, building self-esteem, learning styles, recognizing, and overcoming the impact of abuse, and breaking the cycles of abuse.
- Co-facilitates employment related workshops including, resume writing, workplace behaviors, interviewing skills, and volunteer placement.
- Collaboratively plans, reviews and co-delivers curriculum focused on trauma recovery, prioritising culture, safety, resource building and resilience strengthening.
- Supports classroom learning by coordinating logistics, tracking participant attendance and fostering a positive learning environment.
- Contributes to project development and curriculum writing as a member of the programs team.
- Works closely with Bridges Indigenous Programs to assist in service delivery including co-facilitating participant intake and group workshops, as needed.

**Individual Client Support:**

- Provides crisis intervention, assessing suicide risk, creating safety plans, and partnering with other community resources as needed.
- Provides 1:1 support for BIPOC, cis, transgender, and nonbinary individuals who are living with mental and physical health challenges of trauma including complex PTSD, depression, anxiety, substance use, grief and loss, anger, and chronic illness.
- Delivers individualized coaching to women who have experienced violence, abuse, and trauma.
- Refers clients to appropriate community resources and advocates when appropriate for access to support.
- Participates in case conferencing and clinical debriefing with a multi-disciplinary staff team.
- Maintains confidential client files including updated case notes and required documents.

**Qualifications:**

- Bachelor's degree in social work, counselling, psychology, education, or a related field; relevant combination of experience and education will be considered.
- Specialized training in adult learning and/or group facilitation.
- Minimum of 2 years of recent group facilitation, including the development of curriculum preferably related to personal and employment skills development.

- Proficiency in providing 1:1 and group- based services to BIPOC, cis women, trans women, and non-binary individuals who have experienced violence abuse and trauma, with an understanding of the interconnection between trauma and substance use.
- Demonstrated understanding of issues specific to Indigenous women such as intergenerational impacts of residential schools, colonization, discrimination, and isolation.
- Training in trauma-informed counselling approaches such as, person-centered, mindfulness, cognitive behavioral therapy, narrative therapy, somatic experiencing, integrative mind/body/spirit approaches, and career and life planning.
- Demonstrated experience in program development and implementation including intake, assessment, crisis intervention and safety planning.
- Experience facilitating psycho-educational and employment training workshops.
- Working knowledge of community resources and social/legal systems.
- Experience with maintaining confidential client databases and including understanding the importance of confidentiality and the privacy and protection of personal information and the sensitive nature of the Society's work.
- First Aid, ASIST and CPR certification required (training provided, if not current).

#### **Knowledge, Skills and Abilities:**

- A strong belief in Bridges for Women Society's mission and core values.
- Ability to create safety and build rapport with marginalized individuals who have experienced trauma, including BIPOC, cis women, trans women, and non-binary individuals.
- Knowledge of feminist and adult learning approaches to group facilitation and learning with a focus on resilience and strength-based perspectives.
- Knowledge of violence, abuse, and poverty and how they affect women's economic status, employability, and ability to learn.
- Ability to assess individual and group learning needs and adapt approaches accordingly.
- Ability to build supportive, compassionate working relationships with people from diverse backgrounds.
- Excellent written and oral communication skills with an ability to find resolution in conflict and effectiveness in stressful situations.
- Demonstrated skills in community engagement, program outreach and relationship building practices.
- Skilled in information and organizational technology, including ability to use specialized database systems and MS Office software with a proficiency in PowerPoint.
- Working knowledge and comfort with presentations and in the use of virtual technologies in group facilitation and supportive and inclusive environments.
- Solid commitment to personal and professional wellness practices.
- A driver's abstract and access to a reliable vehicle is preferred.

**Additional Notes:**

- A vulnerable sector criminal record check is a requirement for this position.
- Must live within commuting distance from the Victoria office location
- Willing and able to attend the office or classroom as required.

We aim to have the Bridges staff reflect the participants we serve. We encourage self-identified women, non-binary people, and two-spirit people who identify with the women's community to join our team. We value diversity and lived experience, and (enthusiastically) welcome applicants who identify as Indigenous, racialized, a person with a disability, and/or a member of the LGBTQ+ community