



JOB DESCRIPTION

Position Title:	Indigenous Programs Facilitator
Reports to:	Indigenous Programs Coordinator
Hours of work:	32 hours a week Monday –Thursday between the hours of 8:30 am to 5:00 pm
Location:	Victoria, BC and supporting remote locations
Term:	Permanent, full-time
Salary:	\$55,000 to \$60,000 per year

Bridges has been providing life-change through our healing, education, and employment programs since 1988. Our services are open to all women (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 aim to support those coming to our programs reclaim their voices and personal autonomy, as they learn to achieve financial independence and security in rebuilding their lives.

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

Position Summary:

Reporting to the Indigenous Programs Coordinator, the Programs Facilitator brings a grounded understanding of the issues and priorities for Indigenous women including members of the Metis nation, Inuit, and First Nations with preferred lived experience of Indigenous ways of knowing and being. Using an intersectional feminist lens in program development and service delivery, the Facilitator brings experience an understanding of issues and priorities for o have experienced violence and other trauma. They will collaborate with remote community partners and referral agencies and be responsible for program intake, case management, curriculum co-development, and outreach for Bridges Indigenous Programs, including facilitation in both an in-person and online group learning environment, providing regular support and coaching.

Part of an interdisciplinary team, the Facilitator is key in working with other Bridges staff in the continued growth of the organization to ensure it meets the needs of the community.

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

Responsibilities:

Group Facilitation and Curriculum Development:

- Facilitates group workshops on personal development such as: boundaries, assertiveness, communication skills, self-esteem building, learning styles, recognizing, understanding, and overcoming the impact of abuse, and breaking the cycles of abuse.
- Facilitates group workshops on employment related skills such as: experience database, resume writing, workplace behaviors, interviewing skills, and volunteer placement.
- Plans, reviews, and delivers curriculum focused on trauma recovery with an emphasis on culture, safety, resource building and strengthening resilience, personal development, employment readiness, and communication skills development.
- Organizes and coordinates classroom learning.
- Tracks participant attendance.
- Works as part of a team on project development and curriculum writing.
- Works in partnership with local First Nation's Employment and Health Departments to deliver on-reserve services.
- Works closely with Bridges Employment Programs staff in the development and delivery of services; including assistance with participant intake and group facilitation, as needed.

Intake and Individual Client Support:

- Conducts intake interviews and assessments/screening of potential program participants.
- Organizes and maintains client intake systems and protocols including client follow-up.
- Engages in crisis intervention, assessing suicide risk, creating safety plans, and partnering with other community resources as needed.
- Provides 1:1 support for women who have experienced trauma living with mental and physical health challenges such as complex PTSD, depression, anxiety, addiction issues, grief and loss, anger, and chronic illness.
- Provides 1:1 career 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:

- Post secondary education in social services/social work or adult education, or a relevant combination of experience, education and training in a related field
- Minimum of 2 years of recent group facilitation experience, preferably related to personal and employment skills development.

- 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.
- Proficiency in providing support services and facilitation to cis women, trans women, and non-binary individuals who have experienced violence abuse and trauma, with an understanding of the interconnection between trauma and addictions.
- Lived experience as a member of an Indigenous community, strongly preferred.
- Experience with intake, assessment, crisis intervention and safety planning.
- Experience facilitating psycho-educational and employment training workshops both in person and virtually.
- Demonstrated experience in program development, outreach, community engagement and implementation.
- Working knowledge of community resources and social/legal systems.
- Proficiency in MS Office applications including PowerPoint
- Experience with information and organizational technology, and database systems including confidential client files.
- First Aid and CPR certification required (training provided, if not current)

Skills and Abilities:

- A strong belief in Bridges for Women Society's mission and core values.
- Knowledge of culture and protocol of Lekwungen-speaking and WSANEC peoples
- Ability to create safety and build rapport with marginalized individuals who have experienced trauma, including 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.
- Understanding of violence, abuse, and poverty and how they affect women's economic status, employability, and ability to learn.
- Demonstrated understanding of issues specific to Indigenous women such as intergenerational impacts of residential schools, colonization, discrimination, and isolation
- Ability to build supportive, compassionate working relationships with people from diverse backgrounds
- Support individuals to create meaning from the past, develop and implement a vision for the future, set goals and act leading to employment.
- Assist individuals to break the abusive cycle by becoming more independent and self-directed.
- Ability to assess individual and group learning needs and adapt approaches accordingly.
- Understanding the importance of confidentiality and the privacy and protection of personal information and the sensitive nature of the Society's work.
- Excellent written and oral communication skills with an ability to find resolution in conflict and effectiveness in stressful situations.

- Solid commitment to personal and professional wellness practices
- A drivers abstract and access to a reliable vehicle is preferred

Additional Note: A vulnerable sector criminal record check is a requirement for this position.

We aim to have the Bridges staff team 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