



Idahh • Learning Disabilities
Association of Halton-Hamilton

The right to learn, the power to achieve

Job Description

Transition Skills Program Facilitator – Part-Time

At LDAHH our mission is to provide leadership in Learning Disabilities' advocacy, education and services, and to advance the full participation of children, youth and adults with Learning Disabilities in today's society.

We are seeking a qualified individual to join our non-profit organization on a part-time basis, based in our Burlington Resource Centre.

Overview:

Reporting to the Resource Manager, the Transition Skills Program Facilitator supports the Learning Disabilities Association of Halton-Hamilton's (LDAHH) Transition Skills program, which is targeted towards youth that have a Learning Disability who may need assistance in working through different kinds of challenges in their lives. The Facilitator is responsible for the ongoing development, implementation, instruction, and evaluation of the existing Transition Skills Program content and design, which currently uses an already established curriculum called "SOAR" (Some Assembly Required).

Position Responsibilities:

Instructional

- Develop overall program plan, including background research, individual lesson plans, goals and outcomes. Build a knowledge base of content regarding studies, learnings and programs on transition skills, and convey this information back to the Association for input into program plan and further consideration of program development.
- Review participant registration forms and supporting documentation to determine individualized needs of those students attending each session prior to the first day of class
- Conduct weekly sessions of the Transition Skills program using a combination of engaging/interactive activities and relevant discussion points. During the sessions, the expectation is to encourage and develop explicit strategies with students for the short and medium term.
- Supervise students at all times, including during breaks.
- Maintain ongoing communication with parents on matters such as student's progress in the program, what has been covered during the program and what the goals are for the student, encouraging parents to implement assigned activities, or providing them with other support material.
- Communicate regularly with the Resource Manager, and occasionally the President of LDAHH in respect to program-related matters.

Administrative

- During each session of the program, monitor and evaluate students; at the conclusion of each program session, complete a report for each student.

- Prepare program progress reports as requested by the Resource Manager or Board of Directors.
- Complete other administrative duties for the program such as photocopying program material, student workbook assembly
- Distributing, collecting and reviewing course evaluations at the conclusion of each session.
- At the conclusion of each session, participate in a program summary meeting to review measures of success and identify enhancements in program design.

Compliance & Operations

- Abide by all policies and procedures of LDAHH and exercise discretion and professionalism at all times as a representative of the organization
- Agree not to disclose information pertaining to the organization, its copywrites or its program participants which may be of a proprietary or confidential nature.

Qualifications:

- Bachelor of Education or Bachelor of Social Work or Child & Youth Worker Diploma, with Special Education qualifications.
- 2 or more years of teaching experience preferred
- Previous group facilitation experience with children, preferably children with a learning disability/ADHD or behavioural challenges.
- Sound understanding of a learning disability and the characteristics that accompany a learning disability.

Required Skills:

- Excellent interpersonal communication
- Excellent written and verbal communication, ability to be concise and clear
- Ability to work independently and as part of a team
- Organized and professional
- Ability to remain discreet and ensure confidentiality is respected
- Assertive, responsible and reliable
- Patient, enthusiastic, and a positive thinker

Time Commitment:

- This is a part-time position; the Facilitator is required to be in the office when the program runs and to prepare for sessions in advance and after it has completed
- Sessions are held on Saturdays and 6 sessions are anticipated annually (Fall, Spring and Summer) work hours are expected to be 5 hours per week (20 per month) but will vary as follows:
 - Instructional: the group-based 5-week program consists of sessions which are held for 2 different types of students:
 - elementary aged students in grades 6, 7 or 8 (5 hours of instruction)
 - high school aged students in grades 9, 10, 11 or 12 (5 hours of instruction)
 - Research and preparation: 5 hours to prepare for both types of sessions
 - Review/reporting: up to 4 hours to prepare written evaluations and meet with the Resource Manager or other designate(s) to review measures of success and enhancements
- No classes will be scheduled on Statutory Holidays or school breaks

Work Location: 560 Guelph Line in Burlington, Ontario (Rotary Youth Centre)

Reports To: Resource Manager; is also accountable to the Board President of LDAHH for fulfilling his/her duties and responsibilities.

Interested applicants are asked to submit a cover letter and resume by email to info@Ldahh.ca

Successful applicants will be contacted for an interview.

A vulnerable sector clearance (police check) is required for all positions.