

john howard society

Hamilton, Burlington & Area

Job Title	Program Facilitator Centre for Conflict Resolution & Prevention
Reports To	Program Coordinator / Executive Director
Date Posting Revised	April 6, 2022
Number of Positions	Various
Position Type	Part time casual
Anticipated Start Date	ASAP
Anticipated completion date	N/A
Internal / External posting	External
Work environment	Combination of in office and remote / virtual work
Application deadline	Ongoing

The John Howard Society of Hamilton, Burlington & Area are seeking to fill a variety of casual part time Program Facilitator positions within our Centre for Conflict Resolution & Prevention (CCR&P).

Position Summary:

The Program Facilitator provides programming (virtually or in person) to adults in groups and / or individual format with a focus on anger management and intimate partner violence.

Qualifications:

- Post secondary degree / diploma in a relevant field
- Familiarity with the adult justice system
- Experience working with adults involved in, or at risk of involvement in the criminal justice system
- Previous experience in program facilitation
- Strong conflict management, communication, interpersonal, time management and organizational skills
- Computer and technology skills that support the position, including virtual platforms (Office 365, MS Teams, Zoom)
- Strong administrative, record keeping, documentation skills
- Provide and maintain an acceptable criminal record check

Duties and Responsibilities:

- Receive referrals, follow up with participants to complete intake process and to confirm program dates and times
- Provide / facilitate a range of programming related to anger management and intimate partner violence to adult clients virtually or in person in group or individual format
- Preparation of documentation including statistics, casenotes, reports and other documentation
- Liaise with referral partners (Crown's office, Adult Probation / Parole, other community partners) regarding attendance and participation

Additional Responsibilities:

- Work within the restorative and anti oppressive frameworks of the agency
- Work within and contribute to a positive team and agency environment
- Carry out work related duties in a manner that promotes staff cohesiveness, respecting others' rights to a diverse, inclusive and equitable work environment
- Participate in internal / external training and professional development
- Carry out duties in accordance with the agency's Health & Safety policies
- Carry out duties in accordance with the agency's Policy and Procedure Manual
- Actively participate in team meetings, agency staff meetings, supervision and performance evaluation process
- Submit travel expenses and leave requests according to established procedures
- Additional duties as assigned by the Program Coordinator, Executive Director or their designate

Application Instructions:

Submit resume and cover letter outlining your skills, education, experience and fit for this position by email to:

Erin Buckle, Program Coordinator

ebuckle@jhshamilton.on.ca

Application Deadline:

Applications will be accepted on an ongoing basis until further notice.

Please note that only those selected for an interview will be contacted.