

JOB OPPORTUNITY
Human Resources Department

POSITION: TEMPORARY SENIOR FACILITATOR – LIGHTS
(Expected duration of up to two years)

REGION: Central

Community Living Toronto, one of the largest agencies of its kind in North America, is a dynamic innovative organization committed to a vision of promoting a welcoming community. As a leader in the field, Community Living Toronto offers supports to over 6,000 individuals within an intellectual disability as well as support to their families, including residential and day support, assistance with employment, community support, early childhood services and respite.

QUALIFICATIONS:

University Degree or two years College Diploma in the Social Services field. Minimum four years experience in the areas of community inclusion, networks of support, family systems, advocacy, planning, budgeting and facilitation. Must have excellent communication skills, both written and verbal; ability to interact professionally with individuals at all levels. Strong organization, problem solving and planning skills. Proficient PC skills.

JOB SUMMARY:

The primary focus of the position is to assist families who have children with an intellectual disability explore residential options in their communities. This includes identifying the resources and supports needed and facilitating development and implementation of individualized plans and budget. The Senior Facilitator - LIGHTS will provide support to the Advisory Group and act as staff liaison for CL Toronto.

RESPONSIBILITIES:

Reporting to the Regional Executive Director, responsibilities include:

- Ongoing co-ordination, communication and marketing of LIGHTS.
- Responding to general inquiries and intakes and applying criteria to determine a family's eligibility for LIGHTS
- Facilitating family networking using a variety of methods such as meetings, information sessions, e-mail and website based activities.
- Determining level and types of supports available to those families who are eligible for LIGHTS in partnership with the Advisory Group.
- Assisting families to co-ordinate the supports required to put together their residential plans. The Facilitator will work closely with a resource team within CL Toronto who will help families with their plans and required budgets.
- Developing tools to evaluate success, and making the necessary adaptations to ensure the vitality of LIGHTS.
- Administering, moderating and updating the LIGHTS virtual site which will be housed in the "Connected Families" part of Connect*ABILITY.ca*. This will include information updating, "matching" components, live chats, discussion boards and monitoring all LIGHTS content on the site.

HOURS OF WORK: 150 hours over 4 weeks

TO APPLY:
SEND YOUR COVER LETTER AND RESUME TO:

Careers@cltoronto.ca

PLEASE QUOTE JOB POSTING #E17-252

When required, accommodations for disabilities will be provided, on request.

We thank everyone for their interest in Community Living Toronto; however only applicants with the necessary qualifications, experience and education will be contacted for an interview.