

JOB POSTING 2021-125-17

INTERNAL/EXTERNAL

Foundry Abbotsford
Community and Group Facilitator
Wage: \$23.00 per hour
Part Time: 18 hrs./wk.
Permanent

Archway Community Services has been helping people since 1969. We provide more than 90 programs and services to clients at every stage of life. Our vision for the future is justice, opportunities and equitable access for all. We strive toward that goal by fostering community well-being and social justice through positive action and leadership. Come help us help people.

JOB SUMMARY

Foundry is a provincial initiative that integrates services for youth 12-24 years old in primary care, social services, mental health, substance use and peer support. Volunteer coordination facilitates the volunteer program including training, scheduling and overseeing volunteers. Volunteer Coordinator also oversees the Foundry satellite food bank, ensuring it is stocked and staffed with volunteers. Community coordination builds relationships with individuals and businesses in the community, promotes Foundry and builds resources and funds to support Foundry programming.

As a group facilitator the role will plan, coordinate, promote and facilitate the following groups: Activate, Life Hacks and Healthy by Nature programs.

RESPONSIBILITIES

Group Facilitator

- Plan appropriate activities and events for the Foundry groups.
- Promote groups through social media, service providers and community network.
- Plan and ensure supplies and space are ready for all group activities.
- Coordinate attendance and, if needed, coordinate transportation to and from events.
- Facilitate and co-facilitate groups in an engaging manner.
- Ensure a safe space for all participants.
- Help group attendees connect and engage in further supports and interventions as needed.

The Groups

- Activate: every Tuesday 5PM-6PM activity-based group for youth 16-24 years old.
- LifeHacks: every Mondays 3:30-5:30pm Youth ages 16-24 who have accessed the foster system, mental health and/or substance use services, CLBC, juvenile corrections, and/or experienced homelessness prior to 19
- Attend Foundry Abbotsford's Youth Engagement group once a month on a Wednesday from 4:00-6:00pm
- Healthy by Nature: a few outdoor outings every year for youth to participate in, for example: snowshoeing, hiking, canoeing, etc.

***please note the times of groups do vary according to the activity planned.**

Volunteer Coordinator

- Recruit onboard and train volunteers to support Foundry services
- Schedule and oversee volunteers
- Ensure all volunteers have completed criminal record checks

- Liaise with other staff to identify volunteer needs
- Create volunteer job descriptions as needed
- Liaise with Food Bank for food delivery to Foundry, keep ongoing record of available food, schedule Foundry food bank hours and assist youth in accessing Foundry food bank

Community Coordinator

- Seek donations as needed
- Provide liaison, education and advocacy to other professionals, agencies and the community as necessary
- Promote Foundry to other community referral sources

REQUIREMENTS AND QUALIFICATIONS

Education and Certification:

- Satisfactory Criminal Records Check
- Valid Class 5 BC Driver's License with satisfactory driving record
- Emergency First Aid and CPR
- Bachelor's Degree in Child & Youth Care, Psychology, Social Work or related field, or a combination of equivalent education, training, and experience.

Experience:

- Experience working with youth
- Experience working with youth with mental health challenges
- Experience working with volunteers

Knowledge and Skill Set

- Relationship building skills, able to build rapport and work with youth
- Strong crisis management skills and able to work effectively during crisis
- Strong organizational, planning, and time management skills
- Strong verbal, written communication skills and active listening skills, able to communicate with people from a variety of backgrounds and cultures
- Excellent networking skills
- Demonstrates empathic, compassionate, non-judgmental, flexible behaviour
- Strong knowledge of government and community-based programs and related provincial and community support systems
- Ability to work effectively independently and with other program staff, relevant service providers and community members
- Ability to work as a productive member of a collaborative team
- Relevant computer and social media skills
- Knowledge of support strategies and integrated case management skills an asset

WORKING CONDITIONS

- This position will require the use of a personal vehicle in good working order
- Occasional interactions with difficult people may occur
- Flexible workhours including into the evening are required

As per the current Public Health Orders (Long Term Care/Seniors Assisted Living Provincial Health Order and the Health Sector Order), as of October 26, 2021, all employees working for Foundry Abbotsford must be fully vaccinated against COVID-19. Proof of vaccination status will be required.

Closing date is December 21, 2021

Selected applicants will be interviewed on an on-going basis

TO APPLY

Interested applicants are to reference **Posting 2021-125-17** in the subject line.

Please submit your cover letter and resume to:

Email: jobpostings@archway.ca

Subject: Job Posting 2021-125-17

No phone calls please. Only short-listed applicants will be contacted.

Your resume may also be forwarded to other Programs for their consideration for their job vacancies. If you do not wish for your application to be shared with other Programs, please send an e-mail to jobpostings@archway.ca with **DO NOT FORWARD TO OTHER PROGRAMS**, in the subject line of the e-mail and the job reference number to which you applied, in the body of the e-mail.

Archway's goal is to be a diverse workforce that is representative, at all job levels, of the people we serve. Equity and diversity are essential to excellence. An open and diverse community fosters the inclusion of voices that have been underrepresented or discouraged. We encourage applications from members of groups that have been marginalized on any grounds enumerated under the B.C. Human Rights Code, including sex, sexual orientation, gender identity or expression, racialization, disability, political belief, religion, marital or family status, age, and/or status as a First Nation, Metis, Inuit, or Indigenous person.

We invest in the mental health and wellbeing of our employees.