



# *Provincial Job Description*

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**TITLE:** (436) Vocational Program Facilitator      **PAY GRADE:** 12

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**FOR FACILITY USE:**

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***SUMMARY OF DUTIES:***

Position is responsible for delivery, implementation and follow up of vocational program curriculum in the area of employment skills (e.g., work/life skills, psycho-social skills, job counselling and maintenance skills).

***QUALIFICATIONS:***

- ◆ Diploma in Human Services field

***KNOWLEDGE, SKILLS & ABILITIES:***

- ◆ Basic computer skills
- ◆ Interpersonal skills
- ◆ Organizational skills
- ◆ Communication skills
- ◆ Ability to work independently
- ◆ Ability to work in a multidisciplinary team
- ◆ Driver's license, where required by the job

***EXPERIENCE:***

- ◆ **Previous:** Twelve (12) months of successful experience in direct service to youth.

## ***KEY ACTIVITIES:***

### **A. Facilitation/Coordination**

- ◆ **Receives and processes client referrals.**
- ◆ **Assists clients with the admittance process.**
- ◆ **Completes client assessment (e.g., eligibility, strengths/barriers, appropriate interventions, Life Domain Questionnaire).**
- ◆ **Ongoing development, revision, modification and delivery of curriculum (e.g., psycho-social life skills, employment skills, barriers) based on goals, needs, and learning styles of client.**
- ◆ **Coordinates work placements, employment opportunities for clients (at-risk youth, disabled clients).**
- ◆ **Liaises with organizations (inside/outside health region) and employers.**
- ◆ **Identifies and addresses issues that might hinder ongoing employment for clients.**
- ◆ **Coordinates intervention strategies and provides outreach services to clients.**
- ◆ **Assists in the development and modification of the curriculum/program.**

### **B. Coaching**

- ◆ **Develops and supports implementation of action plans with clients (e.g., goals, objectives, methods of evaluating goal attainment).**
- ◆ **Revise and modify and document action plans according to the changes and development of client's goals and objectives.**
- ◆ **Assists clients (e.g., enrolment procedures with educational institutions, research and develop career plans, resumes, skills enhancement opportunities)**
- ◆ **Performs post-case management follow up to determine outcomes for closure of client action plans.**

### **C. Related Key Work Activities**

- ◆ **Provides public and community relations in regard to promotion and information of the program.**
- ◆ **Maintains files and records according to current protocols (e.g., Transitions to Employment Program, Service Canada).**
- ◆ **Provides reports as required.**
- ◆ **Attends and participates in team meetings.**
- ◆ **May show others how to perform tasks or duties by familiarizing new employees with the work area and processes.**
- ◆ **Maintains all program/project equipment.**

*The above statements reflect the general details considered necessary to describe the principal functions of the job and shall not be construed as a detailed description of all related work assignments that may be inherent to the job.*

**Validating Signatures:**

**CUPE:**

**SEIU:**

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**SGEU:**

**SAHO:**

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**Dated: October 11, 2013**