



TRAIL FAMILY AND INDIVIDUAL RESOURCE CENTRE SOCIETY

WORKING WITH FAMILIES FOR A STRONG COMMUNITY

2079 COLUMBIA AVENUE TRAIL BC V1R 1K7 PHONE: 250-364-2326 FAX: 250-364-1255
www.trailfair.ca

INTERNAL / EXTERNAL JOB POSTING BRIDGES FOR WOMEN PROGRAM COORDINATOR

Trail FAIR Society is looking for Coordinator for the Bridges for Women program. This is an ongoing sessional position.

The Coordinator is expected to facilitate the group twice per year (usually spring and fall) in collaboration with the Greater Trail Community Skills Centre. There is some flexibility, however; each session will generally consist of 3 six hour days per week for 10 weeks. The Bridges for Women program is a pre-employment program for women with past abuse issues.

This position is FAIR Wage Grid level 12 (\$19.24 - \$22.41) plus benefits as per FAIR policy.

Job Summary

Reporting to the Executive Director, the main duties are:

- To strengthen the capacity of women who are survivors of relationship abuse to become more independent through labour market and community attachments.
- To plan, develop, organize and deliver the program in consultation with The Skills Centre.

Key Duties and Responsibilities

- Promote the program; recruit and screen applicants for groups.
- Develop an appropriate life skills curriculum, designing appropriate educational and supportive activities. Assessment of group effectiveness.
- Provide applicants with critical resource information (ie. childcare and transportation options) that support their ability to attend groups.
- Provide support and referrals to appropriate FAIR or other community programs as needed for women dealing with ongoing issues and / or issues arising from program content or discussions.
- Perform administrative duties, statistical reporting, budget planning, purchasing.

Qualifications and Education

- Degree in human services field or equivalent in education and experience.
- Adult education or group facilitation experience.
- Experience working with people who have experienced trauma an asset.



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Knowledge, Skills and Abilities

- Knowledge of the impact of historical abuse, sexual assault and family violence.
- Knowledge of community resources.
- Excellent communication and interpersonal skills.
- Good interviewing and assessment skills.
- Knowledge of group process and facilitation techniques.
- Ability to tailor educational material to the collective and individual needs of a group.
- Ability to work both independently and collaboratively.
- Ability to maintain and models excellent boundaries and addresses boundary issues when identified.

Applicants should submit a resume and cover letter to:

Janet MacNeil

Executive Director

jmacneil@trailfair.ca

Closing date is Tuesday, October 16, 2018 at 4:30 pm.

Note: All positions at Trail FAIR are subject to satisfactory clearance results from the *Provincial Ministry of Justice Security Programs Division Criminal Records Review Program*.