



citizen advocacy
parrainage civique

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www.citizenadvocacy.org

Charitable Registration Number 13036 2817 RR0001

Community Facilitator

Citizen Advocacy is looking for Community Facilitators in various areas of Ottawa, who have experience working with individuals who are living with a disability. This position requires a time commitment of 6 hours per month. An ideal opportunity for someone who has a passion for supporting people living with a disability and believes in the power of friendships.

Community Facilitators work with individuals living with disabilities and their families, to form a group of people committed to being part of a support Network for the individual. The role involves working with the family and the Focus Person to identify existing connections, build on these connections, and to explore the community to create a formal group of caring individuals who make up the Network. A solid Network ensure a good life now, a safe and secure future and peace of mind for everyone.

Community Facilitator's Responsibilities:

- Identifying potential community connections and accompanying Focus Person in the community
- Actively recruiting new Network members from the community
- Completing invoices in a timely manner and sending the family and the Program Coordinator monthly summaries of work completed or planned
- Monitoring that long-term planning is completed and updated as necessary (Wills, Trusts, Powers of Attorney, Guardians etc.), and that all documentation is stored safely and confidentially
- Developing and maintaining a 6-month work plan for each Network and reporting on Network activities to the Program Coordinator
- Attending Facilitator meetings (4 annually) at Citizen Advocacy office

Requirements:

- Ability to work 6 hours per month (flexible), per family
- Fluent in English (some positions require English and French)
- Strong interpersonal and group skills
- Knowledge and experience in providing support and guidance for people with various disabilities
- Outgoing personality with a high level of comfort thinking in new and creative ways to build connections within a community
- Demonstrated links and involvement in their own community
- Ability to commit for one year to each Network facilitated
- Knowledge of MS Word and access to computer and internet
- Personal and professional references/current valid police check

Rate of Pay \$24.20/hour

Please send your resume to:

Kelly Howson at khowson@citizenadvocacy.org OR fax it to 613-761-9525



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