

CONTRACT PERIOD: September 16, 2015 until April 18, 2016
*Dates subject to change

REMUNERATION: The hours expected of the Seminar Facilitator's vary according to the number of educational seminars required and/or other restorative education opportunities. The Seminar Facilitator's may facilitate 1-2 seminars per week and receive \$13.91-16.11/hour.

REPORT TO: The Seminar Facilitators will report directly to the Community Standards Officer who will provide training, support and assistance in the execution of the Seminar Facilitator's responsibilities.

POSITION SUMMARY

Student Housing Services strives to support learning and personal development throughout the residence experience and conduct process. Part of this support is through educational seminars or opportunities to learn about a particular subject/area and to engage in personal reflection. These seminars provide tools and skills to help students be successful in their residence communities, personal wellness and academic pursuits. Facilitators are upper year/graduate students with a background in personal coaching/counselling, psychology, health & wellness or adult learning, who will lead and facilitate small group sessions and seminars. Student Housing is facing the "Complexity challenge", where students are faced with multiple issues in multiple domains, or overlapping issues. In considering this "Complexity Challenge", facilitators of this entry level intervention strategy require a great deal of skill.

The role of the Seminar Facilitators is to act as a mentor and coach for residence students who have been identified to participate in a seminar or workshop. The Seminar Facilitators will assist participants to identify the sources of previous personal difficulties, set goals, gain an understanding of harms and repairs, guide reflection, and help to develop critical skills and awareness around key areas of success. Individuals are passionate and dedicated to student development and interpersonal relationships and also have a desire to explore their own learning and development. Seminar Facilitators are expected to demonstrate a commitment to Residence Life by working to enrich educational opportunities that contribute to individual student growth.

Outside of facilitating education seminars, Seminar Facilitators may also participate in various restorative practices which are coordinated by the Community Standards Office and Residence Life.

RESPONSIBILITIES

A. Conduct and facilitate small group educational seminars for key awareness topics (e.g. Alcohol, Drugs, Choices and Conflict).

- Build a positive rapport and relationship with participants through effective mentorship and coaching;
- Assist participants to identify strategies for change and develop action plans for the future;
- Engage participants in awareness building, reflection and skill development activities;
- Ensure learning objectives of educational seminars/workshops are met;
- Ensure administrative requirements are met (e.g. assessment, participation record etc..).

B. Interpersonal Communication

- Develop and maintain a strong helping/coaching relationship;
- Cultivate an understanding of the principles of Restorative Justice (ie. impact (harms) and possible repairs);
- Assist in building community connections and healthy relationships;
- Work collaboratively with other members of the Community Standards team and Residence Life.

C. Knowledge and Awareness

- Be knowledgeable on key topic areas, trends (e.g. Drug culture and activities), restorative justice, helping/coping strategies, and learning methods;
- Recognize and identify unspoken difficulties (e.g. mental health issues, coping, stressors);

**JOB DESCRIPTION F15-W16
SEMINAR FACILITATOR (RESIDENCE EDUCATION)**

- Understanding of conflict resolution and alternative dispute resolution techniques;

D. General

- Attend all training sessions and meeting as requested;
- Participate, when appropriate, in facilitating restorative practices such as Circles within the residence system
- Engage in problem solving when/if difficulties arises;
- Maintain communication with Community Standards Officer as to potential problems, areas for improvement, challenges and successes;
- Uphold the mission and goals of restorative principles and community standards
- Additional duties as assigned by the Community Standards Officer.

QUALIFICATIONS

In order to be considered for this position, applicants are strongly encouraged to meet the following criteria:

- Excellent understanding of core helping/coaching strategies
- Exceptional skills in active listening, communication and conflict resolution
- An understanding of the residence or student first year experience
- At least six semesters of an undergraduate degree, preferably in counselling, psychology, social work, health or education related field
- Must be willing to work flexible hours, which may including weeknights
- Strong facilitation or teaching skills
- Understanding of personal wellness, mental health and University transition challenges
- Ability to exercise independent judgement, take initiative and be creative.
- Experience working with sensitive and confidential information

STATEMENT OF DECLARATION

The health and safety of students, staff, and guests in the residence is a paramount concern for Student Housing Services (SHS). To provide such an environment, SHS employs various staff (e.g., Residence Life Staff [RLS], Guest Table Staff, Duty Staff, etc.) who demonstrate, through selection and performance management measures, superior capacity (a) as a role model, through compliance with expectations (i.e., Residence Community Living Standards [RCLS], Job Description, RLS Code of Conduct, and Employment Contract); and (b) to make independent decisions as a para-counselor to students in need and first-responder in crisis situations (in applicable positions).

In order to ensure quality applicants, SHS will review the residence history of all applicants, which includes, but is not limited to behavioural, conduct, and employment (some positions also must meet an academic standard). Applicants whose non-academic misconduct (i.e. violation of RCLS) or employment history are deemed to be above the acceptable threshold will not be invited to the interview phase. An applicant's behavioural history (i.e. personal wellness, mental health) is reviewed by a non-hiring manager at point of offer. Where there is a bonafide concern with an individual's behavioural history (based on the requirements of the job) an a) offer of employment will be conditional upon the applicant meeting specified expectations that ameliorate the concerns or b) an offer will not be made. Students on Residence Probation are ineligible to apply for SHS staff positions.