

SCHOOL DISTRICT #42
Maple Ridge - Pitt Meadows

JOB DESCRIPTION

JOB TITLE:	Special Needs Work Experience Facilitator	DATE:	February 2010
		REVISED:	October 2015
PAY GRADE:		LOCATION:	Itinerant

SUMMARY: Working under the direction of the Director of Learning Services, assists students with significant mental and physical challenges to participate successfully in community work experience placements. The Facilitator will assist with employment counselling, career experience training, job placement, supervision of students, recruitment of new employers, and transition planning for post-secondary training and/or work in collaboration with support teams.

DUTIES:

1. Acts as a representative of the School District and collaborates with district level Work Experience/Partnership Programs Coordinator and school based Work Experience teachers.
2. Arranges specialized work experience placement for students by contacting perspective employers and matching students strengths with job requirements.
3. Facilitates the development of employment-related skills and arranges for student interviews with potential employers and provides support.
4. Consults with teachers, administrators, parents/guardians concerning student work placements and progress.
5. Ensures documents pertaining to the work experience are in order.
6. Assists with assessing students' abilities and skills in consultation with school-based teams and employers.
7. Works with students to develop job readiness skills and appropriate worksite behaviours. May monitor and support students on site during work experience placement.
8. Promotes and maintains positive relationships between the School District, employers, post-secondary institutions and community agencies.
9. May be required, as directed by the Director of Learning services or designate, to participate in district or external committees as a representative of the District to promote work experience opportunities and enhance successful transition to life after secondary school.

10. Assists secondary school-based teams in the development and implementation of work experience curriculum. Actively participates in post secondary planning sessions with students, parents, and teachers.
11. Follows District procedures and best practices as laid out in the School District Work Experience handbook.
12. Performs other assigned comparable duties that are within the scope of knowledge, skills and abilities required for the position.

REQUIRED KNOWLEDGE, ABILITY AND SKILLS:

1. Two (2) years university or college transfer (Social Sciences or Community Support Program specializing in developmental disabilities or employment counseling training) plus two (2) years related experience as a work experience/employment facilitator OR equivalent training in special needs and work experience.
2. Ability to work harmoniously, with strong interpersonal skills, as a member of an interdisciplinary team and with a variety of community agencies and services.
3. Ability to communicate effectively within a work environment requiring a high degree of courtesy, discretion, tact and confidentiality with a wide variety of school district staff, students, families and other community based personnel who are involved.
4. Well developed knowledge of employment trends and community resources in terms of potential work sites and transitioning services.
5. Basic computer literacy.
6. Knowledge of health and safety procedures relating to work experience.
7. Valid Class 5 drivers license.
8. Demonstrated ability to work at the level of independence and with the degree of initiative appropriate to the position.

JJEC JOINT COMMITTEE MEMBER'S SIGNATURES:

	
	