



Returning to Work Group Facilitator Contract Position Wellspring Calgary

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Purpose:

We invite you to contact us about our Wellspring Calgary Returning to Work Facilitator position. We have a Returning to Work team who provide the program across two locations in northwest and southeast Calgary. We would like to be able to call upon a variety of facilitators as the program offerings expand. We offer programs as demand requires and are unable to guarantee a specific amount of facilitation hours. This program requires training as a pre-requisite. Training as Facilitator will also involve observation, mentorship, and co-facilitation. Please provide a letter of interest, with a current resume or CV, by mail or email. We would be interested to follow up with a conversation then an interview as applicable.

Program Description:

Wellspring Calgary is an affiliate of the Wellspring Cancer Support Foundation. This educational and support program is for people considering a return to work after cancer. It is an eight-week program that focuses on topics such as managing thoughts and feelings about returning to work, determining and negotiating the terms of a return to work, and developing a self care plan. Under the guidance of accomplished and attentive facilitators, this program offers personalized preparation for returning to work, tips on managing health and personal information at work, and assistance in developing a primary self-care plan to support sustained health and wellness. Additional work-related programs include *Resumes and Interviews* and the *Legal and Employment Matters* Speaker Series.

Please see our *Program Descriptions* on our website: <https://wellspringcalgary.ca/what-we-offer/programs-overview/>

Facilitator Responsibilities:

- Group leadership skills, facilitation, adult education, and vocational counseling to support people impacted by cancer.
- Adhere to the *Returning to Work* program content as developed by the Wellspring Cancer Support Foundation.
- Lead Wellspring program(s) designated according to expertise, interest and abilities.
- Abide by the standards of leadership and policies outlined in Wellspring's Facilitator's Guide.
- Flexibility required to accommodate variance in scheduling, location and member registration.
- Maintain records (attendance, evaluations and program notes).

- Engage in training, including observation, auditing and co-facilitation as opportunities arise.
- Refer any issues or concerns that require follow up to the Centre Manager.
- Awareness of Wellspring's programs to promote and connect as the opportunity presents.

Working Relationships:

- This position reports directly to the Program Director.
- Collaboration with Program Coordinators and the team for consistency and continuity.

Specific Competencies: Knowledge, Credentials, Experience

- Graduate of a recognized post-secondary institution.
- Health professional from relevant disciplines and a member in good standing with the governing associations (e.g., vocational counselling, employment counselling, social work).
- Experience in vocational or and/or workplace rehabilitation and/or disability management.
- Understanding of workplace issues, accommodation, managing workplace transitions.
- Three years of direct, professional leadership experience, specifically in group leadership and adult learning.
- Leadership experience in supporting individuals with significant emotional or physical health challenges to move towards experiencing greater health and wellness.
- Knowledge of emergency procedures including First Aid and CPR certification an asset.
- Online facilitation is an asset.

Background, Qualities & Personal Characteristics:

- Skill in creating and recognizing a safe environment with high levels of trust.
- Skill in delivering structural program content with flexibility and creativity.
- Adept in the art of facilitating open group discussion, exploration and sharing, while encouraging individual strength and celebrating the group as a healing community.
- Broad understanding and acceptance of a variety of personal paths.
- Lifelong learner and contributor.
- Able to put personal beliefs aside to maintain neutral, non-judgmental, open and creative style of discourse.
- Exceptional verbal communication and listening skills.
- Respectful, caring and compassionate presence.
- Flexible and reliable.
- Sense of humor and collegiality.