



Established in 2012, Community of Hearts is a non-profit charitable organization supporting individuals with developmental exceptionalities to achieve a level of independence they desire through curriculum-based quality life skills programming.

Posting Date: Friday, May 22, 2020 **Closing Date:** Friday, May 29, 2020

Wage: \$15.00/hour **Employer Name:** Community of Hearts Lifelong Learning Centre

Job Title: Life Skills Educator **Shifts:** 35 hours/week, Monday through Friday from 9AM to 4PM

Contract: Monday, June 29 – Friday, August 21, 2020 ***no vacation time provided***

Of Positions: 3 (supported by the Canada Summer Jobs Grant)

Interview: June 1-5, 2020 (virtual format)

Roles & Responsibilities:

- Attends all virtual mandatory training to prepare for responsibilities on the job;
- Attends all daily debriefs with supervision team
- Supports provisions of services via virtual format to the Guelph community by carrying out roles and responsibilities that directly impact the People We Support;
- Facilitates virtual content for Community of Hearts' Learning Day Program that reduces social isolation and promotes inclusivity and community integration for the People We Support;
- Enthusiastically teaches (via virtual format and social media events) quality curriculum-based life skills programs that are socially innovative on a weekly basis with curriculum content that includes:
 - o Cooking & Baking classes
 - Meal planning, preparation, safe food handling and food literacy
 - o Arts for Mental Health
 - Crafting and Art exploration
 - Horticultural and agriculture exploration
 - Stress management strategies
 - o Lunch & Learn
 - Conversations and connections between The People We Support
 - Relational skill development for professional & personal settings
 - o Physical Wellness
 - Personal training plans
 - Group fitness at home
 - In home gentle movement and accessible exercise
 - o Literature & Comprehension
 - Reading aloud followed by discussion and analysis
- Creates teaching tools for acquisition of life skills:
 - o Maintaining a clean living space
 - o Safety for living independently
 - o Financial literacy and budgeting
 - o Accessing community resources
 - o Preparing for transitions (housing, employment)
 - o Time Management
- Creates and publishes e-communications for community outreach purposes in order to inform Guelph and area re: ongoing and upcoming services;

- Passionately builds supportive and positive relationships with the People We Support and their formal support networks; responding to and supporting a variety of emotional needs as necessary;
- Documents and reports service successes and failures to supervision team; and makes necessary changes to improve service content;
- Looks to the Outreach & Community Developer, Program Manager and Independent Hearts Program Coordinator for support and guidance throughout the employment experience;
- Performs other tasks to support the People We Serve, as necessary

Requirements:

- Access to reliable internet and computer for 35 hours/week;
- Competency to complete roles and responsibilities listed above in a professional and timely manner;
- Capacity to balance project delivery with quick turnaround and demanding timelines while working from home during a pandemic
- Strongly believes that the People We Support have the right to access opportunities that help them achieve a level of independence they desire

How to Apply: Applicants can submit a resume and cover letter outlining evidence of applicable experience to Jerushia Allin (Program Manager) at jerushia@communityofhearts.ca. Priority will be given to applicants who identify as any of the following: BIPOC neuro-diverse, LGBTQ2S+. Successful applicants can expect to be contacted for an interview. Applicants invited for an interview are strongly encouraged to familiarize themselves with Community of Hearts' website, Facebook page, Instagram and Twitter.