



## Accredited Supports to the Community

### Training and Program Facilitator

ASC is currently recruiting for a full time **Training and Program Facilitator**. This role requires a motivated high-performing individual who has excellent interpersonal and service skills and demonstrates flexibility in providing a diverse number of supports for the department of Adult Services.

#### **Responsibilities:**

- Facilitate in the intake process for new clients and referrals ensuring adequate information is obtained for decision making
- Accurate and respectful documentation; electronic tracking, and monitoring of confidential information
- Conducting internal employee development and training programs
- Tracking and scheduling employee evaluations, credentials, training, and facilitating renewals
- Adapt to new and changing sector related regulations

#### **The Choice Candidate will have:**

- Knowledge of medication administration, NCI, abuse prevention/protocol, positive behaviour supports
- Experience with assisting or leading employee development and training
- Proven experience conducting employee group training sessions in disability or human services sector; will consider other related experience
- Post-secondary education or experience working in the human services industry
- Well-developed planning and facilitation skills; including strong problem-solving, report writing, goal development, and active/experiential learning

#### **Requirements:**

- Strong oral, written, and public speaking, and leadership skills
- Demonstrated professionalism
- A willingness and desire to learn
- Intermediate computer literacy in PowerPoint, Microsoft Word, Excel, and Outlook
- Valid driver's license, reliable vehicle, and \$2million liability insurance
- Current and clear Vulnerable Sector Criminal Record Check
- Flexibility to work days, some evenings and weekends as required to meet the needs of the people served and our programs

#### **Why Choose ASC?**

- Starting wage of \$24.25 immediate on the job training
- Employee Family Assistance Program
- Paid sick leave for personal, family and appointments
- Extended health and dental, emergency travel; health spending account, employer contributed RRSP
- Opportunities to grow and advance in a rewarding career; abundant internal training and team supports

#### ***A Workplace Culture of Honor, Dignity, and Respect***

Please send in the **required cover letter and resume** quoting Competition 1110 to [HR@asc-mva.ab.ca](mailto:HR@asc-mva.ab.ca)

**As we continue to grow, we are always accepting applications on an ongoing basis.  
We encourage you to submit your application immediately as interviews may be held prior to the  
closing date**