



# Idanr • Learning Disabilities Association of Niagara Region

## TIPS for Post-Secondary Job Posting – Workshop Facilitator Spring 2023

**Position:** TIPS for Post-Secondary Workshop Facilitator – 2 Positions Available  
**Reports to:** Program Coordinator  
**Compensation:** \$17.00/hour

**Time Commitment:** The Workshop Facilitators will deliver **two (2) workshops based on the schedule below.**  
**Workshop Facilitators must be available to deliver BOTH workshops.**

**Mandatory orientation/training will be conducted prior to the first workshop** (approximately two (2) hours in length, delivered virtually via Microsoft Teams)

	Workshop #1	Workshop #2
<b>Date</b>	<b>Wednesday, April 26<sup>th</sup></b>	<b>Thursday, May 11<sup>th</sup></b>
<b>Time</b>	<b>9:00 am – 7:00 pm</b> (10 hours with a 1-hour lunch) Workshop runs from 9:30 – 6:30 pm	<b>9:00 am – 7:00 pm</b> (10 hours with a 1-hour lunch) Workshop runs from 9:30 – 6:30 pm
<b>Location</b>	<b>Denis Morris Catholic High School</b> 40 Glen Morris Dr. St. Catharines, ON L2T 2M9	<b>Saint Michael Catholic High School</b> 8699 McLeod Rd. Niagara Falls, ON L2E 6S5

### Position Summary

Workshop Facilitators will support the Learning Disabilities Association of Niagara Region (LDANR)'s *TIPS (Transition Information, Preparation and Support) for Post-Secondary* program. The *TIPS for Post-Secondary* workshop is a small-group, self-advocacy and transition program for students in grades 11 and 12 with a diagnosed, identified, or suspected with learning disability. This workshop aims to ease the transition to post-secondary school by equipping students with the necessary skills to navigate their new school environment and advocate for their learning needs, thus fostering strong socio-emotional skills to set them up for success. Throughout with workshop participants work on identifying their individual strengths and areas of improvement, communicating their needs, and developing strategies to prepare for a positive transition to secondary.

These workshops will be offered in partnership with the Niagara Catholic District School Board (NCDSB).

## Responsibilities

The Workshop Facilitators will be responsible for:

- Implementing and delivering the *TIPS for Post-Secondary* program curriculum, including interactive activities and lessons to target the skills and goals of the program;
- Ensure a smooth and timely transition between activities;
- Monitor participant attendance;
- Collect participant pre and post surveys;
- Report to the Program Coordinator.

## Mandatory Activities

The Workshop Facilitators must:

- Complete all required training prior to their first shift;
- Have reliable transportation to and from the workshops;
- Be available for all workshop dates;
- Adhere to LDANR's policies and the policies of the school board.

## Qualifications and Skills Required

Eligible candidates for the *TIPS Post-Secondary* Workshop Facilitator positions include individuals who have earned a post-secondary education or are currently earning a degree and have passed a criminal reference check with vulnerable sector clearance.

Additional requirements and assets include:

- **Police Vulnerable Sectors Clearance (PVSC) within one year (required);**
- **Current Standard First Aid and CPR-C (required);**
- Completion of the **Accessibility of Ontarians with Disabilities Act (AODA) Training Module** – (\*required upon commencement of position);
- Completion of the **Occupational Health and Safety Act (OHSA) Training Module** – (\*required upon commencement of position);
- Previous experience working with individuals with learning disabilities and/or children;
- Previous experience managing groups of people;
- Bachelor of Education or related field is an asset, but not required;
- Background in Child and Youth Studies is an asset, but not required.

Candidates should demonstrate:

- Excellent verbal and written communication skills;
- The ability to work independently and as part of a team;
- Organizational skills, responsibility, patience and reliability.

## Benefits

Workshop Facilitators will gain:

- Increased knowledge of Learning Disabilities and various learning processes;
- Hands-on experience supporting students with varying needs;
- Practice important skills such as patience, communication, empathy, flexibility and adaptability;
- A sense of fulfilment knowing that you are making a difference in the lives of the participants!

## Support Provided

Training for this position will be provided at the orientation session prior to the first workshop. In addition, the Program Coordinator is available to answer questions and provide assistance as needed. The Workshop Facilitators will have full access to the *TIPS for Post-Secondary* curriculum and resources to deliver the program.

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Please complete an employment application at the following link:

**[Click Here to Apply for this Position](#)**

As part of the application, you will be asked to submit references as well as a copy of your resume and cover letter. Please have these handy so that you can easily upload them into the application.

Any inquiries regarding this opportunity can be sent to **Taylor Lloyd, Self-Advocacy Program Coordinator**  
**[tlloyd@LDANiagara.org](mailto:tlloyd@LDANiagara.org)**

Applications will be accepted until position is filled.

*We thank all who apply; however, only those selected for an interview will be contacted. No phone calls please. For more information about LDANR, please refer to our website [www.LDANiagara.org](http://www.LDANiagara.org).*

*The Learning Disabilities Association of Niagara Region is committed to our Accessibility and Accommodation policy. We welcome and encourage applications from individuals with disabilities. Candidates taking part in all aspects of the recruitment and selection process are encouraged to communicate needs for accommodation and we will partner with you to meet those needs.*