



POSITION DESCRIPTION

Our Vision, Mission & Values:

Vision: A diverse society that celebrates sexuality throughout life

Mission: Promoting sexual health through education

Values:

Community – working collaboratively, listening and learning

Anti-Oppression – prioritizing equity, accessibility and decolonization

Learning – promoting equitable access, increasing capacity and honouring community knowledge

Advocacy – calling for bold and revolutionary action to pursue rights, access and choice in community

Access – removing barriers and increasing access to sexual and reproductive choice

Position: Sexuality and Reproductive Health (SRH) Facilitator

Classification: Sexuality and Reproductive Health Facilitator

Position Reports to: Co-Executive Director

Position Summary: This position is responsible for the development and implementation of education programs for the community and services providers with the purpose of promoting and enhancing access to information, services and supports on sexuality and reproductive health.

QUALIFICATIONS

- Supportive of SERC's Vision, Mission and Values
- Minimum 2 years' experience in health education and/or health promotion
- Post-secondary degree in area of education, health, social services, or related field or combination of education and a minimum of two years' experience in related field
- Experience in program development, workshop delivery, and evaluation
- Demonstrated proficiency in delivering training and consultation to service providers
- Experience working in a cross-cultural context
- Awareness of and sensitivity to issues of diverse economic and cultural backgrounds
- Thorough knowledge of sexuality and reproductive health issues, anti-violence, mental health and substance-use/harm reduction principles
- Experience in community development
- Knowledge of immigrant/refugee issues and relevant trends
- Knowledge of adult and youth education principles
- Experience in classroom management
- Computer literacy in current/relevant software
- Excellent oral and written communication skills
- Excellent group facilitation, problem-solving, and team-building skills
- Demonstrated effective communication skills relating to delivering youth presentations.
- Ability to work in a team and independently in a professional manner
- Ability to work flexible hours, including evenings and weekends
- Valid driver's license, access to a vehicle an asset and availability to travel throughout Manitoba

JOB DESCRIPTION

- Performs monitoring and evaluation data entry and validation
- Supports implementation of evaluation frameworks
- Supports maintenance and continuous improvement of ongoing monitoring and evaluation routines and processes
- Prepares evaluation material for SERC workshops and sessions, including online surveys
- Develops and monitors databases relevant for monitoring and evaluation
- Ensures monthly statistics and evaluation forms are submitted and provides follow up as needed

- Facilitates and performs note taking role in focus group discussions
- Assists in preparation of report templates
- Establish and maintain community networks through outreach activities
- Participate in the development and evaluation of educational materials/resources
- Identify, share and keep current on relevant information and resources
- Participate in staff meetings, meetings with supervisor, and other Agency meetings as required
- Maintain up-to-date files, statistics, time sheets and other administrative requirements as directed
- Promote Agency programs and services within the community
- Provide information and referral services.

CORE COMPETENCIES

Client Service:

Delivers excellent client-centred service.

- Identifies and understands diverse client needs
- Provides attentive and supportive service to address client needs
- Follows-up to evaluate client service, needs and requirements and makes adjustments as required
- Understands and facilitates access to appropriate resources to better serve client needs

Teamwork

Works effectively with diverse individuals, groups and communities, and builds collaborative partnerships and relationships

- Provides assistance, expertise, information, and support to others
- Understands diverse and cultural needs of others and adapts own behaviour to meet those needs
- Identifies beneficial partnerships and builds new relationships effectively
- Builds and maintains collaborative and respectful working relationships with others
- Works effectively in conflict situations to achieve a mutually beneficial result
- Builds opportunities for a positive work environment

Communication

Effectively exchanges information and ideas to inform, educate, influence or advocate

- Demonstrates active listening to others to ensure understanding
- Articulates complex information clearly and concisely in spoken and written formats to inform and educate others
- Adjusts tone and messages to audience needs
- Advocates for communities and causes in a proactive, solution focused and effective manner
- Communicates honestly, respectfully, and constructively in situations that may be tense
- Follow up to ensure others understand information
- Ensures confidential information is maintained and identifies risk to manager/and or directors.

Planning and Organizing

Effectively plans, prioritizes, organizes and implements required actions and resources to maximize outcomes

- Organizes, prioritizes and plans own tasks to complete work efficiently
- Organizes and follows through with information/work from others
- Maintains organized records and documentation
- Proactively monitors progress on work requirements and deadlines and identifies and notifies impacted parties

Analysis, Problem Solving and Evaluation

Effectively analyzes, assesses and applies information to facilitate appropriate solutions and effective decisions

- Identifies and critically analyses options to address needs and determine appropriate actions
- Anticipates potential issues or problems and identifies preventative or corrective actions
- Identifies and raises concerns and issues in a timely manner
- Makes effective decisions based on assessment and evaluation
- Effectively assesses short term and long-term impacts of decisions
- Evaluates actions, solutions and decisions once implemented

POSITION DESCRIPTION

Leadership

Demonstrates skills and expertise to contribute to business results effectively and with integrity

- Uses personal expertise to complete work and assists team as needed
- Ensures accuracy and high standards for work results
- Demonstrates accountability in work and follows through on goals and commitments
- Demonstrates and shares their expertise with others
- Identifies opportunities to continuously improve client service, organizational improvements and results
- Adapts to change and encourages others to embrace new ideas
- Is open to feedback and takes initiative to improve skills
- Identifies emerging needs, trends, and practices in areas of expertise and adjusts practice or brings forward to their teams as required
- Engages in professional development to further develop and respond to changing needs, trends in areas of expertise

PHYSICAL DEMANDS/WORKING CONDITIONS

- Work environment consists of an office building with individual work spaces, and working in the community
- The work environment will also include group settings of 10 to 30 people
- Frequent interruptions
- Prolonged physical activity of sitting and standing
- May be required to move items weighing up to 12kg
- May encounter aggressive and/or agitated clients/visitors
- May be required to work a variety of shifts including evenings and weekends
- May be required to travel throughout the province of Manitoba

Employee Name _____ Employee Signature _____ Date _____

POSITION DESCRIPTION

Co-Executive Director Name _____ Co-Executive Director Signature _____ Date _____