







A M A D E U S Z


 **208 Evans Avenue, Office 117
Etobicoke, ON, M8Z 1J7**

 **416-251-0685**

 **647-701-8900**

 **416-252-4064**

 **info@amadeusz.ca**

 **www.amadeusz.ca**

JOB TITLE: Education Program Facilitator

Amadeusz is a not-for-profit organization in Ontario that has been operating since 2009. Amadeusz supports young people who are incarcerated to create positive change in their lives through access to education, community supports, mentorship, and exceptional care. Amadeusz facilitates an education program for people aged 18-35 who are incarcerated. The goal of this program is to provide young people who are in detention with the opportunity, resources, and support to complete their high school education and to explore, prepare for and attend post-secondary schooling.

JOB DESCRIPTION

The Education Facilitator is responsible for planning and facilitating GED classes or high school equivalency courses to prepare young people who are incarcerated to write exams and complete assignments, while providing individual support as needed. The Education Facilitator is also responsible for connecting participants with various community supports after their release. This position is for Vanier Centre for Women, located in Milton.

TASKS AND RESPONSIBILITIES

- Prepare lessons and facilitate GED preparation classes or high school equivalency courses in a secure facility
- Conduct intake and academic assessments, recording and documentation
- Support participants in developing individual education plans
- Provide informal counselling and individual tutoring
- Maintain detailed case notes
- Maintain a strengths-based, anti-oppression, gender responsive approach to service provision
- Perform various administrative duties
- Provide information referrals to facilitate achievement of educational goals upon release or transfer
- Support positive release by connecting with community organizations
- Follow organization and institutional policies and procedures
- Maintain positive relationships with staff team, partners, and stakeholders
- Attend staff meetings when required

KNOWLEDGE AND SKILLS

- 2-3 years tutoring or teaching experience of high school level subjects
- Bachelor's Degree completed in a social service, education, or related field, Master's degree is an asset
- Experience working with young people vulnerable to the involvement in violence and crime, and knowledge of their barriers
- Ability to maintain confidentiality of the highest level and work within institutional limitations
- Proficient in Microsoft Office
- Strong written and oral communication skills
- Ability to effectively prioritize and execute tasks in a high-pressure environment
- Experience at working both independently and in a team-oriented, collaborative environment

This position pays \$25.00 per hour for 15 hours per week (2 days a week) to facilitate an education program at the Vanier Centre for Women, located in Milton. The Education Facilitator is expected to work Monday-Friday during business hours. This is currently a part-time position with the likelihood of transitioning to a full-time position after a 3-month probationary period. When full-time, the candidate would be expected to also work at The Toronto South Detention Centre in Etobicoke, and The Toronto East Detention Centre in Scarborough.

Please email your resume to info@amadeusz.ca by Tuesday, August 31st, 2021 at 5:00pm. No phone calls please.