

WORK EXPERIENCE FACILITATOR

Division: 5 (Education)

Reports to: Work Experience Coordinator

Job Summary

With minimal direction, the Work Experience Facilitator provides assistance to students in relation to work experience opportunities. He/she works cooperatively with other employees, parents, students and public.

Duties and Responsibilities

- Arranges work experience placement for students by contacting prospective employers and arranging hours of work and transportation.
- Ensures legal documents and permissions are signed and in order.
- Monitors and reports the progress of students during work experience.
- Works alongside students as a job coach.
- Works with students on a one to one or small group basis to develop job ready skills.
- Provides guidance, encouragement and support to students in the development of their social and life skills and responsible behaviour.
- Promotes and maintains positive relationships between the Chilliwack School District and other employers and agencies.
- Makes presentations to school classes, organizations and businesses
- Develops and implements incentive programs for students in cooperation with employers.
- Assesses ability of students and consults with Work Experience Coordinator concerning student placements with employers.
- Meets with teachers, counsellors, principals, career advisors, parents/guardians and employers concerning student placements and progress.
- Keeps a record of students' work experience progress.
- Provides transportation to students for work experience activities.
- Performs other work experience related or emergent duties.

Equipment Used

Computer, office equipment and a wide variety of work experience related equipment.

Required Knowledge, Ability, Skills

- High school diploma plus an additional programme over six months up to and including one year or equivalent
- Over 6 months and up to and including 1 year experience with adolescents and/in a business environment

- Valid B.C. Class 5 driver's licence and appropriate insurance
- Basic level word processing skills
- Intermediate knowledge of computer functions.
- Knowledge of post secondary prerequisites needed when assisting students with preparation for specific post secondary programs
- Knowledge of health and safety procedures, including Workplace Hazardous Materials Information System and Workers' Compensation Board regulations.
- Ability to extend and model patience, care, tolerance and understanding.
- Ability to apply behavior management strategies to a given situation.
- Ability to communicate effectively, both verbally and in writing.
- Ability to use courtesy and tact when dealing with the public, parents, staff and students since contacts are a major element of the job requiring considerable communication and human relations skills for such purpose as influencing, persuading, motivating, or negotiating with others, and in dealing with highly sensitive issues.
- Ability to perform individually and as part of a team.
- Ability to work with special needs students.
- Ability to plan and schedule work and organize workload effectively.

Originated: July 1, 1994
Revised: May 9, 2014
Revised: September 21, 2016
Work Experience Facilitator