

Education Facilitator

Schlegel-UW Research Institute for Aging

Posting Date: April 19, 2021

Closing Date: May 3, 2021

JOB DESCRIPTION

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| Reports to | Senior Director of Operations |
| Terms | 10-month contract; June 2021-Mar 2022 (some evenings and weekends) (full-time or part-time contracts available) |

BACKGROUND: The Schlegel-UW Research Institute for Aging (RIA) is a charitable non-profit organization that partners with the University of Waterloo, Conestoga College, and Schlegel Villages to enhance the care and quality of life for older adults. Through these collaborations and with other key partners and stakeholders, RIA supports practice-relevant research and knowledge mobilization. Research evidence is used to inform programs, education and training, and influence practice and policy. The RIA consists of 9 research chairs, 4 specialists, affiliate researchers, and staff members with a commitment to improved quality of life and care across the continuum of care.

PRIMARY PURPOSE: The Education Facilitator is responsible for the virtual delivery of the Living the Dementia Journey (LDJ) training program to team members working in senior living. The LDJ training program will be delivered up to 4 times per week with up to 25 learners per session and is supported by educational materials and resources. The position will work closely with the project team to support the coordination and delivery of LDJ education.

KEY ACCOUNTABILITIES:

1. **Virtual Facilitation:** Deliver engaging and interactive education that meets the objectives of the trainer and the needs of the learners, including diverse learning styles and needs. Be confident and fluent in the content of the training and tools for virtual delivery. Ensure active participation by all participants.
2. **Teamwork and Consultation:** Pro-actively and regularly communicate with the Education Officer. Work closed with the team to deliver education sessions, including communicating challenges and successes, problem solving and identifying areas for improvements.
3. **Communication:** Strong written and verbal communication skills (including the use of plain language) to interact and communicate with participants and team members. May need to support the preparation of education materials to learners. Must be able to maintain confidentiality and communicate with diplomacy and tact.
4. **Other:** Take on a variety of additional activities, as they arise.

POSITION REQUIREMENTS:

Education: College or University degree in health sciences, education or a related area. Training in education, preferably in the healthcare field.

Experience and Skills:

- A minimum of 3 years of experience delivering education using a variety of educational methodologies.
- Experience with virtual facilitation, including virtual facilitation tools and techniques.
- Experience in creating and maintaining a positive learning environment which supports the diversity of participant cultures, educational background and learning styles.
- Experience working as a team and independently to achieve goals.
- Knowledge of adult learning theories.
- Knowledge of dementia, including clinical manifestations, personal expressions, current care practices, treatment options and current resources, an asset.
- Knowledge of senior living environments (long-term care, retirement homes, etc.) is an asset.
- Experience using Microsoft and Google products and virtual meeting software (Google Meets, Zoom).
- Fluent in English. Fluency in French an asset but not required.
- Interest and passion for enhancing quality of life and care for older adults and team members working in senior living.
- Eligible to obtain a police background/criminal record check.

SCOPE OF WORK:

- **Interpersonal Skills:** Communicate with RIA team members, LDJ facilitators and representatives/learners from all levels within senior living organizations to ensure the effective coordination and delivery of the LDJ Overview workshop. Develop trusting relationships with all stakeholders; Represent RIA in a professional manner at all times.
- **Physical and Sensory Demands:** Minimal demands typical of a position operating within an office environment; periods of extensive sitting at a desk and in meetings and concentrated use of visual senses; substantial repetitive keyboard/mouse movement; high sensory demands because of required concentration and attentiveness to detail and regular distractions and interruptions.
- **Working Environment:** Much of the time is spent sitting in a comfortable position with frequent opportunity to move about. All LDJ Overview workshops will be delivered remotely. Work will involve regular interaction with the RIA, LDJ facilitators and external learners. There are deadline pressures, while at the same time there is a demand for thoroughness and accuracy.

HOW TO APPLY:

The RIA is pleased to accommodate individual needs in accordance with the Accessibility of Ontarians with Disabilities Act, 2005 (AODA) within our recruitment process. If you require accommodation at any time throughout the recruitment process, please let us know.

RIA invites applications (cover letter and resume) by May 3, 2021. Please submit your application by email to Tammy Cumming, Interim Senior Director of Operations (tammy.cumming@uwaterloo.ca).