
Direct Funding Community Facilitator Employment Opportunity

The Centre for Independent Living in Toronto, known as CILT, is a consumer-controlled, community-based resource organization. We help people with disabilities learn Independent Living skills and integrate into the community.

CILT operates on the philosophy of the Independent Living movement which was developed in response to traditional rehabilitation services models. CILT's aim is to develop and implement dignified social services that empower individuals rather than create dependencies. We encourage people with disabilities to take control of their own lives by exercising their right to examine options, make choices, take risks and even make mistakes.

CILT has a full-time, one-year contract employment opportunity available in our Toronto location for a Direct Funding Program Community Facilitator. This position is responsible for providing support and information to new and existing participants on the Direct Funding program (www.dfontario.ca).

To be considered for this position, please submit a cover letter and resume to hr@cilt.ca

Principal Accountabilities:

- Provide support and information to new & existing participants on the Direct Funding program
- Education and training to self-managers, especially around matters of employment legislation and financial responsibility/accountability, and skills building as employers of attendants.
- Communicate/correspond with other team members regularly to ensure consistent adherence to program policies and procedures
- Review and amend individual budget parameters with participants and correspond with Administrative Centres about required budget and payment adjustments
- Correspond in writing with participants on issues relating to program Agreement and Policy
- Generate necessary reports/statistics
- Participate in Direct Funding applicant interviews
- Coordinate with other organizations to promote the program through events and workshops, ensuring adequate materials and staffing at these events
- Generate content for newsletters & other media to update and inform participants about items of interest and issues, as they arise
- Participate in program team activities related to the overall smooth operation of the Direct Funding program.
- Report significant or unusual information encountered in day-to-day activities to the provincial Program Coordinator and Financial Assurance Manager (i.e., community needs, government cutbacks, emergency situations or situations which may have legal consequences for the agency).
- Work with the provincial Program Coordinator and Financial Assurance Manager and provide information to other Independent Living Resource Centres as appropriate
- Other duties as may be required in the area of administrative support for CILT/DF as mutually agreed upon with the Provincial Program Coordinator

Knowledge and Skills:

- Demonstrated ability to work co-operatively in a team
- Knowledge of disability issues is an asset.
- Excellent communication skills
- Experience directing attendants
- Ability to be diplomatic, empathetic and tactful.
- Some knowledge of issues relating to personnel management, staff supervision and employment standards
- Strong computer skills in MS Office (Word, Excel & Access)
- Ability to plan, organize & chair workshops on a variety of topics
- Ability to manage data, present information (written and verbal) and generate correspondence in a clear and concise manner
- Some knowledge of payroll and related financial issues and guidelines would be an asset
- Knowledge of broader disability and related societal issues would be an asset
- Familiarity with DF Program & the Independent Living philosophy
- Education/Experience: Post-secondary diploma (minimum) or equivalent.

CILT is an equal opportunity employer and prohibits discrimination and harassment of any kind: CILT is committed to the principle of equal employment opportunity for all employees and to providing employees with a work environment free of discrimination and harassment. All employment decisions at CILT are based on business needs, job requirements and individual qualifications, without regard to race, colour, religion or belief, family or parental status, or any other status protected by the laws or regulations in the locations where we operate. CILT will not tolerate discrimination or harassment based on any of these characteristics. CILT encourages applicants of all ages.

Deadline: August 14, 2020