

Senior Community Facilitator

The Centre for Independent Living (CILT) is a non-profit, community-based resource organization run by people with disabilities, for people with disabilities. We operate on the philosophy of the Independent Living Movement which affirms the right of persons with disabilities to control their own lives and live independently.

CILT runs the provincial Direct Funding (DF) Program (www.dfontario.ca), an innovative program that allows individuals with disabilities to become employers of their own personal care attendants. As a self-managed model of attendant services, participants on the program receive funds that allow them to recruit and hire their own staff to assist with routine activities of daily living.

The DF Program is seeking another **Senior Community Facilitator** to provide guidance and support to program participants (Self-Managers), colleagues and other Independent Living Resource Centres (ILRCs) about attendant services and the DF Program.

Reporting to the Policy Advisor, you will:

1. Provide support and information to new and existing Self-Managers on the DF Program

- Educate and train Self-Managers, especially around matters of employment legislation and financial responsibility/accountability
- Respond to Self-Managers' enquiries, including requests for urgent consideration
- Assist with budget change request process for Self-Managers including:
 - o Assist and advise Toronto-area Self-Managers requesting changes to their schedule and budget
 - o Review and discuss budget and funding availability with Self-Managers
 - o Review and amend individual budgets with Self-Managers within the scope of the DF Program
 - o Liaise with other Community Facilitators to acquire necessary information from Self-Managers
- Summarize and document interactions with Self-Managers in their files
- Correspond with Bookkeeping Report Reviewers at appropriate administrative centres on matters related to Self-Managers' financial reports
- Correspond in writing with Self-Managers on issues relating to program agreement, policy and the scope of attendant services provided by DF

- Review Self-Manager agreements (incoming and outgoing) to ensure all required documents are complete

- Work with approved applicants to help them start on the program

2. Participate as an active member of the broader DF team

- Develop standardized protocols and procedures for Self-Manager budget changes, including reasonable times for routine activities of daily living

- Assist other ILRCs with budget change requests or Self-Manager enquiries

- Keep abreast of changes in the attendant services sector, especially as it relates to wages, working environment or elements involved in service provision including assessment tools

- Communicate with other team members regularly to ensure consistent adherence to program policies and procedures

- Work with other partner ILRCs in Ontario on specific projects as they arise

- Participate in program team activities related to the overall smooth operation of the DF program

- Report significant or unusual information encountered in day-to-day activities to program management(e.g., community needs, government cutbacks, emergency situations or situations which may have legal consequences)

- Generate necessary reports/statistics

3. Conduct outreach

- Develop and design Self-Manager training tools

- Coordinate with other organizations to promote the program through events and workshops

- Generate presentation materials tailored to various groups

- Generate resources for Self-Managers including reviewing DF website content to update/edit where appropriate

- Generate content for newsletters and other media to update and inform Self-Managers about items of interest and issues, as they arise

4. Participate in DF applicant & Self-Manager interviews

- Act as part of a three-person panel to determine eligibility of applicants and Self-Managers
- Generate formal written correspondence to applicants or Self-Managers regarding eligibility criteria, adherence to the DF Agreement and/or DF policies

You bring:

- A post-secondary diploma/degree or equivalent number of years of experience serving program beneficiaries in the social services, not-for-profit, or related sector
- 4-5 years of experience providing or receiving attendant services and the ability to apply that experience to a diverse population
- Ability to assist Self-Managers to determine an appropriate amount of attendant assistance required
- Excellent communication skills, diplomacy, empathy and tact
- Discretion and sensitivity to discuss detailed personal care requirements with applicants
- Excellent verbal communication skills and the ability to guide challenging conversations to positive outcomes
- Ability to plan, organize and 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
- Solid understanding of the Independent Living philosophy and knowledge of broader disability issues
- Some knowledge of issues relating to personnel management, staff supervision and provincial employment standards
- Some knowledge of payroll and related financial issues and guidelines
- Computer skills in MS Office (Word, Excel and Access)

Good to know:

- 35 hours per week, 2 year contract
- Hiring range: \$55.9-62K
- Group benefits after 3 months

- Hybrid work from CILT's office - approximately once a week or semi-monthly- and from home
- Some travel required for outreach activities and to meet Self-Managers or applicants
- Due to the nature of the role, the successful candidate will be required to provide an acceptable vulnerable sector check
- Applications (cover letter and resume) will be processed on a rolling basis until **October 6, 2025**

CILT strives to provide a workplace that values:

- *Impactful Work*
- *Human-centred Leadership*
- *Work-life Balance*
- *Inclusion, Diversity, Equity & Accessibility*
- *Respect & Kindness*
- *High Ethical Standards & Integrity (<https://cilt.ca/about-us/working-at-cilt/>)*

CILT is an equal opportunity employer and encourages applications from people with lived experience of disability and other equity-deserving groups.

CILT is committed to providing accommodations in our hiring process for people with disabilities. If you require an accommodation, please inform us in advance and we will work with you to meet your needs.

CILT's Operational Policies and Procedures which are available on our website, are a condition of employment.