



Employability Skills Day Program Facilitator

Location: Orléans, Ottawa, ON, Canada

Compensation: \$25/hour; 37.5 hours/week

Position Summary

Our Employability Skills Day Program helps adults with developmental disabilities build the confidence, routines, and practical skills needed to thrive in real-world environments. As a Facilitator, you'll lead engaging weekday sessions and support participants in our weekend simulated café, helping them grow into confident, capable contributors to their communities. This role is ideal for someone who is **genuinely kind, empathetic, and patient**—qualities we consider essential. We only hire people who treat others with dignity and compassion, and who believe in the potential of every individual. This position reports to the Operations Director.

Key Responsibilities

Facilitation & Instruction

- Lead hands-on training in areas such as:
 - Self-advocacy and communication
 - Hygiene and self-presentation
 - Cooking, cleaning, and home management
 - Customer service and money handling

- Shelf stocking, time management, and public transit use
- Adapt sessions to meet individual learning styles and needs
- Foster a respectful, inclusive, and empowering learning environment

Café Simulation Support

- Supervise and guide participants during Saturday café operations
- Support roles including food and beverage prep, client service, and workspace cleaning
- Encourage participation from families, friends, and community members

Assessment & Collaboration

- Observe and document participant progress
- Assist with skill assessments and readiness evaluations
- Collaborate with job coaches, house managers, volunteers and other program staff

Qualifications

- Experience working with adults with developmental disabilities
- Strong facilitation, communication, and interpersonal skills
- Ability to model workplace routines and positive behavior
- Comfortable with basic cooking, cleaning, and customer service tasks
- CPR/First Aid certification (or willingness to obtain)
- Valid driver's license preferred

Additional Details

- This is an onsite position; Saturday availability is required
- Flexibility and creativity are essential
- Other duties may be assigned as needed
- This job description is not all-inclusive and may evolve with the needs of the program

Interested in this opportunity?

Send your resume and cover letter with a preferred start date to myfirstplaceottawa@gmail.com