

## FULL-TIME PROFESSIONAL DEVELOPMENT FACILITATOR – Edmonton, AB

MpowR provides supports to organizations and individuals in the Human Services Sector. As a non-profit charitable organization, we pride ourselves on delivering our services with integrity and a high standard of quality. We provide third party administrative support, accounting, IT, human resources, including casual staffing, professional development, clinical services, and property maintenance to empower organizations to run at peak efficiency.

**Position overview:** Under the supervision and direction of the Director of Quality Improvement and Professional Services, the Professional Development Facilitator will conduct numerous workshops.

### **Responsibilities:**

- Provide comprehensive high-quality workshops in the following areas: Suicide Intervention/Self Harm, Fundamentals of Non-Abusive Restraint and Personal Safety, First Aid/CPR, Medication Delivery, Driver's Training, Mental Health, and other courses as required;
- Compile usage data on a monthly basis for internal/external clients to track trends and assist with scheduling;
- Plan future workshops to ensure adequate availability and maintain an up to date schedule on the website;
- Develop relevant material and/or scenarios for internal/external workshops;
- Research potential workshops that could be of benefit for the organization, develop and implement accordingly;
- Review and enhance current courses/workshops through applying new research and based on best practices;
- Other duties as required.

### **Qualifications/Experience:**

- A completed Diploma/Degree in the Human Services field with a minimum of three (3) years' experience working with at risk individuals;
- Previous experience in workshop development/presentation is required with a proven ability to multitask and to meet tight deadlines;
- A current, clear Criminal Records Check, Child Intervention Check, a valid driver's license and a vehicle;
- Excellent interpersonal and communication skills to liaise with internal/external stakeholders with a focus on customer service;
- A positive attitude, a strong work ethic, and ability to be a team player;
- Confident user of Outlook, Word, Excel and PowerPoint, with an aptitude to learn other software as required;
- Able to work with difficult people and handle conflict constructively.

**Salary & Benefits:** Salary range: **\$54,125.00 - \$64,553.00 (salary commensurate with experience)**. We also provide full-time employees with a 100% employer-paid health benefits package (which includes vision, dental and prescription drug coverage, massage therapy, etc.) a 100% employer-paid R.R.S.P. equaling 3% of gross salary and a flexible schedule. We also offer free access to in-house courses and workshops for all of our employees.

**Closing date:** Open until suitable candidate is found.

Our values are **integrity, innovation, collaboration, empowerment, customer service** and **accountability**. If you meet the above criteria, hold similar values and are looking to join a dynamic team that works hard to empower organizations to run at peak efficiency, please submit your resume and cover letter to [opportunities@mpowrsupports.org](mailto:opportunities@mpowrsupports.org).

***MPOWR is an equal opportunity employer and is committed to building a safe, inclusive environment for people of all cultures and backgrounds; all qualified candidates are encouraged to apply.***

***We thank all applicants for their interest; however, only those applicants under consideration will be contacted.***