

# Partners in Teaching & Outreach Support Program Employment Opportunities

**British Columbia Epilepsy Society** is a provincial non-profit organization that provides children, youth, adults and seniors living with epilepsy and their families with education, information, tools, networking opportunities and tips on how to navigate systems.

Background: In our 59<sup>th</sup> year of operating, we are looking to reach more families, more adults, and more seniors, earlier in their journey.

Opportunity: We currently have openings for several part-time contractors in the following communities, who will become part of the Partners in Teaching & Outreach Team throughout BC:

- Comox Valley
- Kelowna
- Kamloops
- Kootenays
- Prince George

## **Responsibilities:**

- Provides direct community outreach to children, youth, adults and seniors to provide support, guidance and mentorship in the areas of information, navigation, resources and advocacy, so that people may become engaged and empowered
- Works closely with systems to enhance the awareness of the needs of families and identify solutions to issues
- Conducts Partners in Teaching workshops or BCES presentations to community groups
- Maintains list of parent contacts and community resources
- Submits monthly reports and data collection as required
- Participates in monthly team meetings
- Participates in one team-building session per year, as part of the contract

## **Qualifications:**

- Direct experience as a parent or caregiver of a child, youth or young adult with epilepsy/ mental health challenges or a parent or caregiver who has professional experience in working with children, youth or adults with epilepsy challenges and their families
- High degree of self-awareness and capacity to apply appropriate boundaries and maintain confidentiality
- Strong relationship building skills
- Good listening skills
- Empathetic, compassionate and creative thinker
- Ability to understand and follow a process for sharing issues and being part of solutions
- Basic computer skills; experience with Microsoft Office, Excel, PowerPoint
- Broad knowledge of mental health and community resources and supports
- Demonstrates organizational and time management skills, accountability, reliability and punctuality
- Excellent planning and coordination skills with ability to multi-task
- Strong written and interpersonal communication skills

- Self-starter with a positive attitude and willingness to work flexible hours
- Ability to work independently and show initiative as well as part of an interdisciplinary team
- Ability to facilitate meetings and comfort with public speaking
- Good command of the English language
- Knowledge and acceptance of the multicultural diversity of the BC population

**Requirements:**

- Attend & complete a one day orientation
- Must have computer with internet connectivity & ability to work from home when necessary
- Must consent to a criminal record check
- Willingness to travel for work outside of home community
- Must have driver's license and vehicle
- Must have own cell phone

**Compensation & Hours:**

**Hourly rate:** \$20 per hour

**Hours/week:** Approximately 7 - 20 hrs/month depending on community and region.

**Please send resume by 4:30 p.m. May 26, 2018 to: [info@bcepilepsy.com](mailto:info@bcepilepsy.com)**

**To learn more about BC Epilepsy Society, or for enquiries, visit our website at [www.bcepilepsy.com](http://www.bcepilepsy.com)**

**We thank all applicants, however, only those selected for an interview will be contacted**

**No telephone calls please**