**BOARD OF EDUCATION**

 **Saskatoon School Division No. 13**

 **P O S I T I O N D E S C R I P T I O N**

**Position: RESTORATIVE ACTION PROGRAM FACILITATOR**

**Immediate Supervisors: SCHOOL PRINCIPAL AND THE EXECUTIVE DIRECTOR OF RAP**

**Core Function:**

The Restorative Action Program **(**RAP) Facilitator is an employee of the Saskatoon Public Schools) in partnership with the Saskatoon Restorative Action Program Inc. The primary responsibility of the RAP Facilitator is to ensure the execution of the vision, values, and mandate of RAP. The RAP Facilitator is responsible to facilitate, coordinate and deliver the core components of RAP by working closely with students, school staff, parents, and community agencies.

**Duties and Responsibilities:**

1. Create and facilitate prevention education/training designed to develop and enhance decision-making, conflict resolution skills, goal setting, self-esteem, and student confidence.
2. Provide information to the school and school community about the Restorative Action Program through facilitation and presentations.
3. Organize and support leadership initiatives in the school.
4. Listen to students’ concerns regarding conflict, bullying, mental health, relationship breakdowns, cyber communication, violence, harassment, racism, and legal matters with the intent of creating positive outcomes.
5. Assess concerns and implement the appropriate supports; such as, one-on-one support, conflict resolution guidance, advice, mediation support, and follow up support.
6. Facilitate the reconnection of youth at risk with their school, families, and communities.
7. Develop and maintain positive, cooperative, and collaborate relationships with School Staff, Student Services, Administration, and outside Mental Health/Addiction counselling agencies.
8. Develop and maintain positive, cooperative, and collaborate relationships with the RAP organization, the Executive Director of RAP, other RAP Facilitators, and community partners.
9. Provide the RAP organization necessary information through the data collection system.
10. Abide by ethical codes of conduct such as privacy, confidentiality and other ethical guidelines that direct decision making.
11. Perform such other duties as may be required to meet organizational needs and objectives as assigned.

**Qualifications:**

1. A post-secondary degree in a related human services field with preference for social work, education, human justice or related field of study.
2. A minimum of five years related experience working with youth in conflict, violence, and threat assessment.
3. Knowledge of community partners and service providers and experience in setting and achieving collaborative goals.
4. Knowledge of First Nations, Métis and/or Inuit cultures, family systems and general competencies related to newcomers and immigrant populations.
5. Demonstrated experience with conflict resolution and mediation in an organized setting.
6. Experience supporting youth who are dealing with conflict, violence, abuse, suicide, crisis, addictions, mental health issues, and threat assessment (threat to self and others).
7. Excellent interpersonal, communication and organizational skills.
8. Experience planning, organizing and delivering training programs to individuals and groups.
9. Demonstrated computer competencies in Microsoft Office and other programs used in the school division
10. Strong partnership development competencies with ability to articulate what successful community engagement strategies could be.
11. A valid driver’s license and reliable transportation.
12. Other training such as suicide intervention, mediation training and threat assessment would be an asset.

**January 2019**