



## **Opportunity: Counsellor & Educator, Epilepsy Association of Calgary**

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### **About the Role**

The Epilepsy Association of Calgary (EAC) is seeking to add a talented and enthusiastic individual with a Master's in Human Services, Social Work (or equivalent) currently registered (or eligible for registration) with the Alberta College of Social Work to its growing team. This is an opportunity to help build and launch new programs that meet the needs of people with epilepsy and their families. The role appeals to an intermediate level front-line service worker with enough experience to work with a degree of independence and a strong sense of when and how to collaborate to ensure the quality and timeliness of service response. A full role description follows.

### **About Epilepsy Association of Calgary**

With a long history of serving those living with epilepsy in Calgary and Southern Alberta, the Association is at an exciting juncture in its journey of growth and transformation. True to its origins of providing quality, community-based, client-focused services and epilepsy education, the Association has recently concluded an updated needs and service gaps assessment and is poised to introduce best-in-class programs within our community. With an encouraging network of supporters within the health care, non-profit and business sectors, EAC is working to build awareness and shift the conversation around epilepsy to one of empowerment and potential.

### **Our Commitment to you**

Epilepsy Association of Calgary is an inclusive and progressive employer. We believe diversity and unity within our team leads to building a vibrant workplace culture. The following awaits the successful candidate:

- Opportunity for growth and development
- Flexible working environment
- An opportunity to work with industry-leading professionals in the health and human services sector in Calgary, Southern AB and in other communities throughout Canada and North America
- A competitive salary and benefits package commensurate with education and experience

### **How to Apply**

Applications may be submitted to: [careers@epilepsycalgary.com](mailto:careers@epilepsycalgary.com) with the subject line: Counsellor & Educator. The deadline for applications is **August 15, 2021**. Candidates selected for an interview will be contacted at that time.



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Reporting to the Program Manager (or equivalent) this is a front-line role with the Association accountable for the delivery and ongoing improvement of: support and information counselling, triage and referral, and community educational programming. The Counsellor & Educator also supports the Association's peer support programming by identifying, onboarding and training, and supervision of volunteer peer mentors and peer group facilitators. The Counsellor & Educator supports program efficacy and accountability by maintaining client files, surveying and qualitative observations on satisfaction levels, and program statistics.

### **Key Responsibilities:**

#### **Supports for Persons Living with or Affected by Epilepsy (50%)**

- Deliver health and wellness programming in areas of self-care, stress management, epilepsy first aid, parenting, and medication/health management to enhance the quality of life of those living with epilepsy, their families and their support networks
- Respond to crisis using a grief and trauma-informed framework ensuring people are directed to appropriate resources where warranted
- Maintain relationships with health care professionals, clinical service providers and other support organizations to support network of referrals and community resources
- Support diverse audiences affected by epilepsy who are newly diagnosed or struggling with epilepsy such as adults, seniors, parents, children and other family members
- Provide coaching and advocacy on behalf of persons with epilepsy in the context of individual rights, obligations and self-determination
- Remain current on research and developments of interest to people affected by epilepsy

#### **Epilepsy Education (20%)**

- Increase awareness of epilepsy through the delivery of community-based education to a variety of audiences to improve seizure recognition and response and reduce the social stigma that can accompany the disclosure of an epilepsy diagnosis
- Support diverse audiences in their quest to understand epilepsy (families, schools, workplaces, first responders, daycares etc.)
- Deliver public presentations to health and human service organizations requiring information on the Association's programs and services to facilitate their own work in the community
- Deliver programming over a variety of digital/online platforms both live/streaming videos and downloadable documents to add to the Association's resource compendium and improve service to areas outside of Calgary and area
- Expand the Association's capacity to deliver epilepsy education by identifying, training and onboarding volunteers who can deliver epilepsy education or represent the Association at events in a community / virtual setting
- Work with health care professionals and other Epilepsy Associations in Canada to develop and deliver an annual calendar of workshops based upon need and common themes arising in the delivery of supports to persons with epilepsy and their families.



### **Peer Supports (20%)**

- Assist the Program Manager to build and implement a strong peer-facilitation program that pairs a network of those having experience with epilepsy (individuals, parents, etc.) with newly diagnosed persons or those struggling with the management and control of their epilepsy
- Identify, train, and onboard and supervise a diverse and engaged volunteer network that can provide a variety of peer supports from one-on-one peer mentoring, to support group facilitation, to the facilitation of a virtual community of supports
- Ensure a safe and positive experience for both volunteers and participants through the administration of the Association's volunteer and personnel policies and procedures

### **Quality Assurance & Skills Development (10%)**

- Maintain client files in accordance with professional standards
- Prepare monthly statistics, trend analysis and reports as requested to support the transparency, accountability and quality of the Association's services
- Fulfill the professional development requirements to remain a member in good standing with the Alberta College of Social Work
- Contribute to the overall goals of the Association by supporting events, annual planning and change management to improve the overall effectiveness and efficiency of operations

## **Qualifications**

### **Education and Experience**

- Master's Degree in Human Services, Social Work, or equivalent
- Intermediate level practitioner with at least 5 years of experience in a similar role
- Experience and/or training in crisis, trauma and grief informed practice
- Polished oral and written communication skills
- Experience in group facilitation with training and adult education considered an asset
- Volunteer or human resource management an asset
- Knowledge of epilepsy and/or the psychosocial aspects of chronic health conditions and/or lived experience with epilepsy an asset

### **Key Skills, Experience and Attributes**

- Strong collaborator and team player
- Organized with the ability to simultaneously deliver multiple programs and serve diverse audiences
- Strong grasp of the social determinants of health and familiarity with frameworks used within the field of health promotion
- Comfort with presenting in person and virtually to groups of 5 – 50 people
- Energized by the possibility of contributing towards the development of new structures, programming, and relationships to further the Association's mandate
- Willingness to work to a flexible schedule (within reason) to meet the needs of the role