



Director of Social Work and Education

**Shared Employment Opportunity – Epilepsy Durham Region & Epilepsy York Region
Full-Time Contract (1 year with possibility of extension)**

Salary Range: \$60,000 - \$65,000 | Hours / Week: 37.5 | Anticipated Start Date: June 3rd, 2024

Community Epilepsy Agencies: Epilepsy Durham Region | Epilepsy York Region

Epilepsy Durham Region (EDR) and Epilepsy York Region (EYR) are registered non-profits that promote independence and quality of life for individuals living with epilepsy in our communities. We deliver education, support, and social programs for people with epilepsy from youth to seniors, and for their family caregivers. Our goal is to create a barrier-free community through awareness and advocacy initiatives in which epilepsy is widely understood, and where persons affected by epilepsy and seizure disorders are empowered to live a life of support, dignity, and self-worth.

This shared employment opportunity offers the unique experience of working with two Community Epilepsy Agencies spanning across Durham and York Region. As such, we are seeking team members who can contribute to providing services in a hybrid in-person/virtual capacity to our clients and the community. This position will include occasional evening and weekend hours for special events and group programming.

Tasks and Responsibilities

EDR and EYR are looking to fulfil the position of Director of Social Work and Education. This position is responsible for support, advocacy, and organizing services directly to individuals living with epilepsy and their caregivers; this may be done on an individual or group support basis. The successful candidate will be skilled at assessing client needs, delivering personal support and have knowledge about connecting clients to community, government, and healthcare resources. They will also deliver client, school, and community presentations in both scripted and semi-scripted formats to small and large audiences. They will facilitate a broader epilepsy community through outreach and community events. The Director of Social Work and Education contributes to creating a positive environment in areas related to physical health, mental health, social dynamics, employment, or other areas. The successful candidate must have the ability to travel to presentations and events throughout our communities.

The Director of Social Work and Education will have knowledge of agencies and support systems in the general community, and be adept at connecting clients based on assessed needs. They will also be responsible for planning, organizing, and facilitating existing programs and services, as well as the development of new programming to meet client needs. They must also develop relationships with community referral partners, including maintaining and distributing education materials and resources. The Director of Social Work and Education will be a resource for in-person community events, online virtual events, and developing content suitable for print, web, email or social distribution. Other duties of the position may vary and be assigned on an as needed basis.

The Director of Social Work and Education must work effectively with staff members, including using collaboration tools. A confidential and service-oriented approach and demeanour is required as they will be representing EDR and EYR in the broader community. A working knowledge of technology to deliver client and educational content is a required skill set in a hybrid (in-person and online) delivery model.

Education & Experience

The Director of Social Work and Education requires a post-secondary degree in a related area such as Social Work, Health Sciences, or Mental Health Studies. Experience and knowledge directly related to the essential job functions must be demonstratable. The successful candidate will have:

- Minimum two years of professional experience and/or placement experience
- A Masters Degree in Social Work is an asset but not mandatory

Ideal Candidate

- Experience in individual and group support services/counselling, education, case management, and system navigation of both social services and healthcare
- Demonstrated experience working with chronic health or neurological conditions
- Knowledge of a client intake process and case management software
- Understanding and respect for diversity and those with disabilities
- Caring and compassionate by nature
- Demonstrated experience working with vulnerable individuals
- Knowledge/experience in support group planning, organization, and facilitation
- Excellent interpersonal, communication, presentation, public speaking and diplomacy skills
- Demonstrated ability to positively connect and engage with community organization professionals (including other epilepsy agencies across the province), stakeholders and the public
- Strong written and verbal communication skills
- Strong time management skills
- Demonstrated organization skills and the ability to effectively multi-task and triage
- Self-directed with the ability to work well alone and as part of a team
- Highly focused on attention to detail
- Creative thinker and problem solver
- Driver's license and access to a vehicle is an asset

What soft skills are required for this position?

Client Service - Client Service refers to the ability to communicate efficiently and professionally with clients. At work, client service skills are required to interact with clients on behalf of the employer.

Teamwork - Teamwork refers to the skills needed to interact with other people. At work, people work with others in pairs and in small and large groups to coordinate tasks, share resources, plan, make decisions, negotiate, solve conflicts and complete other activities that involve teamwork.

Communication - Communication refers to the skills needed to exchange thoughts and information with other people. This exchange can happen orally by speaking, listening and using non-verbal cues, such as body language or in writing. At work, people use communication skills to talk to customers, discuss products with suppliers, explain work procedures to co-workers, participate in virtual sales meetings with clients, and other activities that involve verbal or written exchanges.

Digital Skills - Digital technology refers to the skills needed to understand and use digital systems, tools and applications, and to process digital information. At work, people use digital technology skills to input, access, analyze, organize, create and communicate information and ideas using computers, software, point-of-sale equipment, email, podcasts, web applications, smart phones and other digital devices.

Leadership - Leadership refers to a number of skills, including communication, relationship building, and the ability to delegate and traits such as honesty. At work, leadership skills are required when working in a team, demonstrating initiative, and taking responsibility for the completion of tasks that require multiple employees.

Please submit your cover letter and resume highlighting why you're the best candidate for this position to EDR Executive Director, Chelsea Kerstens at ckerstens@epilepsydurham.com **AND** EYR Executive Director, Claudia Cozza at ccozza@epilepsyork.org . We are thankful to all those who apply; however, please note that only individuals selected for further consideration will be contacted.

EDR and EYR are committed to diversity and providing an inclusive workplace. It is our priority to ensure employment opportunities are visible and barrier-free to all under-represented groups including but not limited to, Indigenous, Black and racialized groups, people with disabilities, women and people from the 2SLGBTQIA community.

*If you require an accommodation during the recruitment process, please let us know by contacting our confidential inbox ckerstens@epilepsydurham.com **AND** ccozza@epilepsyork.org .*