



Community Living St. Marys & Area

Job Posting-Full Time Planning Facilitator: 32 hours/week

Posted: Apr 30, 2025

Starting rate: \$28.73/hr

Anticipated Start Date: June 2025

Posting closes: May 20, 2025, 4pm or until filled

Community Living St. Marys and Area is a dedicated, community-based agency supporting individuals with developmental disabilities to live inclusive and meaningful lives. We partner with people, families, and communities to provide services that foster independence, inclusion, and well-being. We are seeking a passionate and skilled **Planning Facilitator** to join our team. This role is integral in empowering people with developmental disabilities to set and achieve personal goals through person-directed planning and inclusive community engagement.

We Have

- A supportive and inclusive work culture
- Opportunities for professional growth and training
- Flexible work arrangements (where applicable) in this on-site/hybrid remote role
- Comprehensive benefits package and competitive salary

You Have

- Post-secondary education* in Social Services, Developmental Services, or a related field.
- Minimum 2 years of experience in a planning, facilitation, or coordination role within the developmental services sector.
- Certification in person-directed planning methodologies (e.g., PATH, MAPS) is an asset
- Strong understanding of community development, inclusive practices, and human rights
- Excellent communication, facilitation, and interpersonal skills
- Ability to work independently and collaboratively in a team-oriented environment
- Valid driver's license and access to a reliable vehicle is required
- Vulnerable Sector Screening** clearance required

Key Responsibilities

- Collaborate with individuals, families, and support teams to develop and implement person-directed plans
- Facilitate planning sessions using tools such as PATH, MAPS, and other person-centered approaches
- Support individuals to identify life goals, explore community resources, and build meaningful connections
- Maintain accurate and timely documentation of planning processes and outcomes
- Advocate for inclusion, self-determination, and community participation
- Provide ongoing support and follow-up to ensure plans remain dynamic and responsive to changing needs
- Deliver presentations or training to stakeholders on person-directed planning as required

How do I apply for this great opportunity?

Apply to the Hiring Committee by email: hrclsma@clstmarys.ca with a resume/cover letter by the closing date above. We are an equal opportunity employer and encourage applications from candidates who have been historically disadvantaged or marginalized. We thank all applicants, however, only those selected for an interview will be contacted.

In accordance with the Accessibility for Ontarians with Disabilities Act, 2005, Community Living St.Marys & Area will make every effort to accommodate applicants with disabilities in its recruitment process. **While transcripts are not required for the interview, they are mandatory prior to an offer of employment. **A Police Vulnerable Sector Check is required prior to starting employment*