

Class No.:	Staff
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Pay Group:	24

CLASS SPECIFICATION

WELL-BEING FACILITATOR

NATURE AND SCOPE OF WORK

The Well-being Facilitator is responsible for collaborating with key university departments to research, create, coordinate, and deliver student-centered awareness, education and prevention workshops, initiatives and campaigns on topics including mental health, well-being, sexual health and sexual violence prevention. This role focuses on student-centered programming and initiatives to develop and enhance student support and resources that foster holistic well-being, healthy relationships and a culture of consent.

The Well-being Facilitator works closely with University departments including but not limited to Student Affairs, Student Housing, the Capilano Students' Union (CSU), Counselling Services, Accessibility Services, People, Culture and Diversity (PCD), Marketing and Digital Experience (MDX), Communications and external community partners. Working with the Manager, Student Life and Manager, Student Affairs, this role also ensures the application of the sexual violence policy, including education program planning and advising on promising practices in the field of sexual violence prevention and sexual health.

The role reports to the Manager, Student Life.

ILLUSTRATIVE EXAMPLES OF DUTIES

Education, Program Development and Implementation

- Work with campus partners including Student Affairs, Counselling Services, the Well-Being Community of Practice, CSU, PCD and others to implement student-centered programming and resources in alignment with the Okanagan Charter, the National Standard of Canada for Mental Health and Well-Being for Post-Secondary Students post-secondary and other promising practices in the sector.
- Develop and supervise peer-based programming such as active bystander training, consent and healthy relationship education and peer wellness in partnership with campus partners including the CSU.
- Deliver training and education to the university community on how to respond to a student's disclosure of sexual violence, safer campuses for everyone, and how to respond to a student in distress.
- In partnership with campus partners, research evidence-based and emerging best practices in

sexual violence prevention and overall well-being, and design workshops and initiatives that are informed by the findings to effectively meet the identified needs.

- Recruits and supervises volunteers and student staff as part of student development and leadership programs.
- Collaborate with on-campus and community-based partners to coordinate, develop, and deliver education and prevention programming related to student well-being and mental health, sexual violence and sexual health.
- Collaborate with Student Life team members and CSU to ensure ongoing delivery of well-being and food security programming.
- Gather data and prepare monthly reports, annual reports and statistics pertaining to student attendance, engagement and learning at events and workshops.
- Forecast annual program budget; monitors and adheres to the assigned operating budget.
- Contribute to setting departmental goals and objectives that advance student success, well-being, and foster diversity, equity, and inclusion (DEI).

Promotion and Awareness

- Develop and implement campus-wide and national marketing, awareness, and education campaigns in partnership with the MDX team to improve student health and well-being, sexual violence prevention, and consent culture, publish program offerings, policies and procedures in electronic and print media.
- Organize awareness events and initiatives that promote student well-being, healthy relationships, and sexual violence prevention. Collaborate with student groups and campus partners to support and contribute to signature programs and events, including Sexual Violence Awareness Month, CapU Together Day, Wellness Wednesday, New Student Orientation, and Back-to-School initiatives.
- Enhance and develop online and print resources related to student well-being, sexual violence prevention, and sexual health.
- Lead initiatives to increase student participation in the biennial Canadian Campus Well-Being Survey (CCWS), leveraging insights to inform health and well-being strategies, address emerging student needs, and enhance campus support services.

Department and University Support

- Organize and assist with student life activities and campus-wide events including new student orientation, convocation, educational programs, and university transition.
- Liaises with the CSU and student groups related to Student Life programs and services.
- Follows best practices and keeps current with student development research and trends in student affairs and services.
- Participates on committees and communities of practice as appropriate.
- Performs other duties related to the qualifications and requirements of the position.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Thorough knowledge of best practices in sexual violence prevention and education programming

such as bystander training, consent and healthy relationships education, and trauma-informed approaches.

- Demonstrated ability to conduct, apply and evaluate research on best practices, institutional data, and theoretical frameworks to establish, manage, and transform evidence-informed violence prevention, health promotion and educational programs and services.
- Thorough knowledge of educational programming theory and practice including demonstrated experience in developing workshops, programs and events that improve participant safety, health, and well-being.
- Excellent public speaking and presentation skills, including the ability to deliver presentations to large audiences.
- Considerable knowledge of event management processes such as organizing public events and coordinating training programs.
- Knowledge of the policies and procedures governing student affairs and services.
- Considerable knowledge of trauma-informed, culturally grounded, intersectional and de-colonial approaches to sexual violence prevention and health and wellness programming and services.
- Ability to multitask, apply organizational skills to meet deadlines, and work with minimal supervision.
- Ability to plan, organize and evaluate programming; write reports and recommend changes, cancellation or ongoing evaluation needs.
- Ability to effectively communicate accurate information in a one-on-one basis or to groups of varying size; including the ability to address large or small groups in both formal and informal settings.
- Experience working with diverse communities and supporting the needs of a student population that includes international students, indigenous students, and students with accessibility needs.
- Ability to build collegial relationships and interact, communicate and relate effectively and appropriately to a diverse group of community members in a variety of cultural contexts.
- Ability to understand systemic issues that may create barriers to access mental health, well-being and sexual violence support resources.
- Ability to handle sensitive issues with tact, diplomacy and respectfully.
- Knowledge of University systems, structures, processes, and decision-making structures is an asset.
- Ability to travel to other CapU campuses and associated locations on occasion, as required.
- Ability to lift a minimum of 25 lbs. to transport event/workshop equipment to and from campus events.

REQUIRED TRAINING AND EXPERIENCE

- Bachelor's degree in a relevant field (e.g., social work, adult education, community development, community health, counselling, human services, health sciences, health

promotion).

- 3 years of recent related experience in the field of health promotion and sexual violence prevention such as coordinating, developing, delivering and facilitating prevention and education programming preferably in the post-secondary environment. Experience working with/in social justice organizations is an asset.
- Must hold a valid Class 5 driver's license.