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| POSITION | : | Community Resolution Service Facilitator |
| REPORTS TO | : | Manager, Welcoming Communities |
| WORK HOURS | : | Part Time Contract – Flexible hours |
| RATE OF PAY | : | \$25 to \$ 26 |

JOB SUMMARY:

The Community Resolution Service Facilitator works with individuals, groups and organizations in Mississauga to resolve disputes with and among neighbours, family members, friends, housemates, landlords and others. The majority of this work is done in the community.

JOB RESPONSIBILITIES:

- Facilitates negotiations and settlements between disputing parties by providing an open forum to discuss the issues causing the dispute and help those involved in the dispute reach a mutually acceptable solution.
- Acts as a liaison between clients.
- Plans and facilitates mediation session without making judgments or offering opinions on the dispute.
- Helps rebuild relationships between parties where possible.
- Documents the needs of clients.

QUALIFICATIONS:

- Experience working with diverse communities
- Prior mediation experience or current studies in mediation is an asset.
- Must be able to travel throughout Mississauga.
- Able to work evenings and weekends.
- Good organizational skills.
- Self-motivated, creative, and energetic; an ability to work as part of an effective team with other program staff, committee members, community members and other community professionals

Please submit your resume and cover letter for **reference no. 016-020** by **June 17, 2016** to:

Human Resources Officer
Dixie Bloor Neighborhood Centre,
3650 Dixie Rd., Unit 103, Mississauga, ON L4Y 3V9
Email: recruiting@dixiebloor.ca

We thank all those who apply, but only those selected for an interview will be contacted.
Dixie Bloor Neighbourhood Centre is an equal opportunity employer.
Accommodation will be provided, as requested