

Position required: PCAP Trainer (Contractor position)

Start date: Immediate

The Alberta PCAP (Parent-Child Assistance Program) Council supports Fetal Alcohol Spectrum Disorder (FASD) prevention programs throughout Alberta by providing support through learning and networking events, training, and data collection services. The PCAP Trainer will join the existing Alberta PCAP Training Team to provide the Core and Refresher trainings necessary to the work.

Position Responsibilities

- Become an expert on the PCAP Model and implementation, including variations in the Alberta model
- Have a thorough understanding of the PCAP theoretical framework and values and how it applies to all aspects of the PCAP model:
 - harm reduction, relational theory, and stages of change and self-efficacy
 - trauma-informed, FASD informed, culturally aware
- Apply theoretical framework and values to all aspects of the PCAP model:
 - Clinical set-up, Program operations, Delivering the PCAP model in a trauma informed manner, Mentor best practices, Working w. FASD and addictions, Sexual health, tracing, reflective practices, and paperwork.
- Co-facilitate 3-Day PCAP Core Training
 - Work with other Trainers to determine roles during training sessions
 - Set up the training space (handout materials, tech set up, etc.)
 - Deliver the training content (slides, videos, activities, group discussions)
 - Provide personal PCAP experiences and strategies throughout training
 - Support reflection and discussion from training participants
 - Keep training focused and paced in a way that aligns with the training needs of the group
 - Review evaluations for improvement in content delivery
 - Be able to provide the training virtually (with support) and in-person
- Monitor, adapt to, and manage group dynamics while training
 - Be able to adapt training content to audience learning styles, experience levels
 - Monitor energy and engagement levels of the training group
 - Professionally navigate differing opinions and/or conflict within the group
- Meet biannually with Alberta PCAP Council staff and other Trainers
 - Review training content and provide feedback based on training experiences for revisions
 - Provide feedback on other training-related content (ex. Refresher training, Supervisor resources)
- Other projects as they are developed with the Trainers
 - Examples: contribute to online training content, create video modules, facilitate small virtual groups (i.e. the core training lunch meet-ups)
- Support the onboarding and training of new trainers
- Respond to email correspondence from Alberta PCAP Staff relating to core training materials and events

Position Details

- Hiring up to two candidates for this position
- Facilitation responsibilities rotate among training team and according to location
- Minimum annual commitment is 1.5 days of Trainers Meetings and availability for one training session (up to three days, plus prep).
- Trainers must have their own computer and video set up when providing Virtual Training
- If providing in-person training, Trainers will receive some compensation for travel and subsistence if travelling from out-of-town
- Must receive approval from Program Manager and agency to provide services as a PCAP Trainer
- Training and onboarding: Successful candidates will be trained by existing Trainers. Alberta PCAP Council has some professional development funds to support content-specific knowledge development.

- Trainers are considered contractors and not employees of Alberta PCAP Council. Alberta PCAP Council will not withhold taxes on behalf of Trainers, and Trainers are not eligible for health benefits.
- Trainers are compensated from \$500-1200 per 3-day training based on experience in PCAP training. Trainers are compensated for attending Trainers Meetings and professional development (as requested by Alberta PCAP Council) at a set hourly rate.

Qualifications

- Training in and/or experience with FASD
- Proven facilitation skills
- Comfortable speaking in public
- Active Alberta PCAP experience (at least 3 years)
- Ability to use technology and troubleshoot
- Passion for the PCAP work
- Intention to stay with PCAP

The Alberta PCAP Council strives to have PCAP Trainers that are from geographically diverse communities in order to provide multiple perspectives to the training participants. The Alberta PCAP Council also has the intention to hire and support more culturally diverse staff. Due to the current make-up of the Training Team, preference will be given to candidates who live in rural/remote areas, live in Northern Alberta, have experience working in Indigenous communities, and/or are from Indigenous backgrounds. Candidates with these experiences are encouraged to apply even if they do not fulfill the qualifications listed above as extra support will be provided for training.

PCAP work deals with topics of substance use and addiction, physical/emotional/psychological abuse, birth control, abortion, and trauma. A successful trainer would need to be able to navigate conversations around these topics with compassion and professionalism.

Competition will remain open until the successful candidates are found
To apply, send a resume (including relevant trainings) to

Kristin Bonot, Provincial Coordinator
Email: kristin.bonot@alberta-pcap.ca