

Job Description – Accessibility and Promotion Facilitator

Job title	Accessibility and Promotion Facilitator
Reports to	Director of Community Development
Next Level Manger	Chief Administrative Officer

Job Summary

The Accessibility and Promotion Facilitator will assist the Municipal Accessibility Lead in accessible projects and plans throughout their term.

Duties and Responsibilities

- Attend and learn inclusive and plain language training.
- Assist with the creation of an accessible inventory tool to collect data.
- Create an inventory of both community, public building and parks that have accessible opportunities and establish for each public facility a listing online of what is accessible so that residents and guests will know in advance what to expect.
- Create a photo inventory for general promotion and approaching persons with many disabilities to share and get permissions so we can promote the county.
- Create an inventory of successful business that create accessible opportunities.
- Develop a framework for a county-wide accessible award recognition program.
- Create weekly posts for social media about ‘Did you Knows’ creating awareness around accessibility.
- To assist in the planning of the National Accessibility week with the Accessibility committee and community development staff.
- Input information on our website with photos using ALT descriptions.
- In partnership with accessibility team create a resource guide on funding programs and share.
- Create a promotional video on using the Mobi Mat and Chair at Raven Haven Beachside Family Park.
- Create a special promotion showcasing the equipment and ease of availability and create displays and other social opportunities, including attending special events to showcase accessible equipment.
- Research accessible equipment that would be useful for the county to purchase and explore funding programs.
- Create a special buzz about the benefits of improved accessibility in changing the lives of residents and creating more opportunities though a brochure, social media, and handouts.
- Create a ‘lunch and learn’ for municipal staff and other service groups about creating accessible opportunities.
- Assist with creating interpretive signs and accessible Q R codes for translation towards the Acadian Congres’ Mondial 2024.
- Assist with the interpretive sign/ August unveiling at Hebb’s Land Park and Boat Launch and tribute Joseph Broussard .
- Promote the Amazing Places designation at Delaps Cove regarding Q R codes and translation in French, Mi’kmaq and English (accessible).
- Comply with the *Labour Standards Code, Occupational Health and Safety Act* and all policies and procedures of the Municipality.
- Other such reasonably related duties as may be assigned by the supervisor or manager.

Qualifications

Experience and Training

- Minimum Grade 12 education
- First Aid / CPR
- WHMIS 2015 (training may be provided by employer)

Characteristics / Abilities

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- Experience in working in environments that cater to customer service.
- Working knowledge of MS Word and Excel
- Maintain a positive rapport with the community and staff.
- Be able to work flexible hours.
- Have ability to work in a team or independently.
- Be able to work well with diverse groups and individuals.
- Demonstrate strong interpersonal skills and communications skills – both verbal and written
- Demonstrated leadership abilities.
- Must provide a vulnerable sector security check.

Working conditions

- Proper attire and safety measures must be adhered to.
- Due to the nature of the operation and delivery of the position, availability to work weekends is required.
- This position may be physically and emotionally demanding and requires an individual who is able to multi-task daily. It may require lifting light objects and repetitive tasks.
- Must have reliable transportation to work.
- If necessary, mileage for use of own vehicle for County business is paid according to the municipal rate.

Direct reports

None

Competencies

Values Diversity -Valuing Diversity is the ability to understand and respect the practices, customs and values of other individuals and cultures. Diversity is beneficial to the organization and community. It applies the ability to work effectively with a wide cross-section of the community representing diverse backgrounds, cultures and socio-economic circumstances, and divergent goals.

Communication - Communication is effective, timely, and relevant exchange of information that is respectful of the diversity of people, and the geography and working environments of our employees. It includes receiving information, listening, understanding and responding openly and effectively in interactions with others. It also implies this information is processed into actions.

Citizen Services - Implies a desire to help or serve others in a courteous and respectful manner and with the goal of meeting their needs. It means focusing one's efforts on discovering, meeting and balancing the needs of citizens, residents, elected officials, internal colleagues, or anyone that the person is trying to help. This involves recognizing that municipal employees are providing services and information to those who have rights and obligations (taxpayers and residents).

Achievement Motivation - Focuses efforts on working well and / or competing against a standard of excellence while achieving high quality results.

Work Safety - Employees have a responsibility to take all reasonable and necessary precautions to ensure their health and safety and that of anyone else who may be affected by their work or activities. This includes adhering to safe practices and standard operating procedures established to reduce risks. Failure to do so is grounds for disciplinary action in accordance with the County's policies regarding managing unsatisfactory performance.

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Duty of Loyalty - As a representative of the County of Annapolis, every employee has a legal obligation to avoid acting in a manner that's contrary to the County's interests. This includes refraining from public criticism of the County's practices or personnel, as well an obligation to maintain confidentiality. Failure to do so is grounds for disciplinary action in accordance with the County's policies regarding managing unsatisfactory performance.

CERTIFICATION

<p>_____, 2024 Date Employee Signature <i>I certify that I have read and understand the responsibilities assigned to this position.</i></p>	<p>_____, 2024 Date Debra Ryan, Director of Community Development <i>I certify that this job description is an accurate description of the responsibilities assigned to the position.</i></p>
<p>_____, 2024 Date Chris McNeill, Chief Administrative Officer <i>I approve the delegation of responsibilities outlined herein within the context of the attached organizational structure.</i></p>	

The above statements are intended to describe the general nature and level of work being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of the position.