**FGC Coordinator**

**Training Application Package**

The practice of Family Group Conferencing (FGC) requires a paradigm shift of the individuals involved in the work, as well as of the system itself. Potential coordinators need to be fundamentally committed to working in and shaping an environment which allows the family’s voice to be elevated in the decision-making process.

**The Training Application Package**

Please include the following in your application package:

1. The completed FGC Coordinator Application Form (see below)
2. A $50 non-refundable processing fee
3. Two professional letters of reference
4. Your current resume

**Please be advised that handwritten applications will not be accepted and that any packages that are incomplete will be returned for completion.**

**Training spaces are allocated to approved applicants in the order in which the completed applications are received**. The FGC Ontario Provincial Resource assesses all Training Applications against the Criteria for Selection of Candidates and reserves the right to approve or decline applications based on this assessment. Decisions of the FGC Ontario Provincial Resource are final. Eligible applicants will be notified of their acceptance into the training program via email.

**Tuition Fees**

The tuition fee for the virtual training program is $600. There is a non-refundable $50 application processing fee. The tuition fee covers the 6 Modules (3.5 hours each, virtual) and training materials. **Please do not submit your training fee with your application package.** The training fee is due one week prior to the start of training. If payment is not received by the deadline, the training spot will be offered to the next eligible applicant on the reserve list.

**Refund Policy**

The tuition fee is refundable if notice is given in writing to the Provincial Resource office and received at least 48 hours prior to commencement of the training. If notification is received in writing less than 48 hours prior, refunds will be given only if the space can be filled with another applicant. Once the training commences, no further refunds will be available.

The FGC Ontario Provincial Resource may cancel training programs in the event of insufficient registration numbers, up to seven days before the scheduled start of training. In that case, training fees may either be refunded in full or held for a reservation in the next scheduled training program, as per the applicant’s preference.

**The application package should be sent to the attention of The FGC Ontario Provincial Resource either by mail, fax (416) 622-7068 or email** [**levans@georgehull.on.ca**](mailto:levans@georgehull.on.ca)**. Email transfers can be sent to** [**accountsreceivable@georgehull.on.ca**](mailto:accountsreceivable@georgehull.on.ca)**. Cheques for payment should be made out to The George Hull Centre and can be mailed to:**

The FGC Ontario Provincial Resource

The George Hull Centre

81 The East Mall, 3rd Floor

Toronto, ON M8Z 5W3

**CRITERIA FOR SELECTION OF CANDIDATES**

* A post-secondary educational qualification in human services from an accredited college or university or equivalency.
* A minimum of five (5) years of experience and demonstrated ability in working with families and children.
* Either registered with or ability to be registered with the regulatory body governing their profession, where applicable.
* An understanding of and experience interfacing with the child welfare system in order to sufficiently inform families about how the system functions.
* An understanding of domestic violence risk assessment and management and/or experience of domestic violence dynamics and best practice.
* Knowledge or experience in working with marginalized populations.
* Experience in facilitating large groups and creating an environment of trust, collaboration and safety.
* Ability to be flexible and adjust to changing, challenging environments.
* Willingness and ability to work daytime, evenings and weekends to maintain service delivery.
* Strong organizational competency and self-directive abilities.
* Strong computer literacy skills, as well as strong oral and written communication skills.
* Commitment to continuing personal and professional development.

**FAMILY GROUP CONFERENCING**

**Coordinator Training Application Package**

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| **CONTACT INFORMATION** | |
| **Name:** |  |
| **Agency (if applicable):** |  |
| **Phone Number(s):** |  |
| **Email:** |  |
| **Mailing Address:** |  |

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| **EDUCATIONAL QUALIFICATIONS** | | |
| **Name of College/University** | **Degree/Diploma granted** | **Year of Graduation (optional)** |
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| **If you do not have the required post-secondary qualification in human services, please detail other educational or work experience to be considered for equivalency.** | | |
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| **Do you belong to your profession’s regulatory body? If so, which one and provide date of registration?** | | |
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| **EXPERIENCE WORKING WITH FAMILIES (minimum of 5 years of experience)** | | | |
| **Name of Agency** | **Position** | **Description of Activity** | **Dates From- To** |
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| **Please describe your work experiences interfacing with the child welfare system.** |
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| **Please describe your work experiences with domestic violence.** |
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| **Please describe your experience working with diverse marginalized populations.** |
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| **Please describe your experience in facilitation.** |
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| **Please provide two examples of your ability to work flexibly in a changing, challenging environment.** |
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| **Please provide some concrete examples of your organizational skills.** |
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| **In what languages do you have oral and written fluency?** |
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| **REFERENCES** | | |
| Please attach two professional letters of reference, which can speak to your competency in the human services field relevant to FGC philosophy and skills. At least one reference must come from a supervisor/manager who can speak to the above skills. Please provide the names and contact information of your references. | | |
| **Name** | **Relationship** | **Contact Information (phone # and email)** |
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**By signing below, the applicant acknowledges that:**

1. There has been no offer of the following: a training spot, a guarantee of continuance in the practice of FGC, mentorship in the practice of FGC, placement on the Provincial Roster or any offer of future employment or contracts.
2. The applicant understands that the mentorship must commence within 24 months from the date the FGC Coordinator Training was taken. If the mentorship has not commenced within 24 months from the date the FGC Coordinator Training was taken, the applicant will be required to retake the FGC Coordinator Training.
3. The information contained in this completed application package is true and accurate.

Signature: Date:

Thank you for your interest in Family Group Conferencing. A member of the Provincial Resource office will contact you as soon as your application package is processed.

Please remember to include the following in your application package:

* $50.00 non-refundable processing fee
* Resume
* Two Letters of Reference
* Completed Application Form

For Office Use Only

* Processing fee
* Resume
* Two Letters of Reference
* Completed Application Form