

# Facilitator Application

## Food Skills for Families



BC Centre for Disease Control  
Provincial Health Services Authority

To apply to attend the Food Skills for Families Train-the-Trainer program please read and complete the following form. Completed forms can be emailed to [FoodskillsBC@bccdc.ca](mailto:FoodskillsBC@bccdc.ca). Once your form is submitted someone from the Food Skills for Families team at BC Centre for Disease Control will contact you to confirm your eligibility.

### ABOUT BC Centre for Disease Control (BCCDC)

The BC Centre for Disease Control (BCCDC), part of the Provincial Health Services Authority, provides public health leadership through surveillance, detection, treatment, prevention and consultation services. The Centre provides diagnostic and treatment services for people with diseases of public health importance, and analytical and policy support to all levels of government and health authorities. The BCCDC also provides health promotion and prevention services to reduce the burden of chronic disease, preventable injury and environmental health risks.

### ROLE DESCRIPTION

Facilitators learn how to teach the Food Skills for Families program by attending a Train-the-Trainer program. It is expected that Facilitators bring with them a keen interest and excitement about healthy eating, cooking and safe food handling. This includes having a basic knowledge of the Canada's food guide and nutrition.

Once trained, Community Facilitators work with the Food Skills for Families team to set up and facilitate programs within their community. Programs are targeted towards specific priority populations and follow a hands-on curriculum. Facilitators are responsible for leading each of the six sessions as laid out in the program's Facilitator Guide; organizing a grocery store tour for one of the sessions, purchasing groceries ahead of each session, ensuring participants correctly complete forms during the program, communicating any issues with the Food Skills for Families team and returning all materials to BCCDC once the program is complete.

### REQUIREMENTS

**Current Employee:** Applicants must be employed by an organization that plans to host a Food Skills for Families program within six months of training date. Organizations must be approved by BCCDC prior to training and meet the programs *Host Requirements*. Applicants are expected to deliver the program as part of their current role with their organization.

**Food Safe:** Applicants must have level one FOODSAFE Certification. A certificate of completion must be submitted to BCCDC prior to attending the Food Skills training.

**British Columbia Resident:** This application form is intended for B.C. residents only.

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### RESPONSIBILITIES

- Facilitate the Food Skills for Families program at your place of work. Programs run one day a week for three hours over the course of six weeks. Programs require an average time commitment of 33 hours by the facilitator (this includes time to shop for groceries, facilitate the class and do paperwork).
- Organize the shopping tour for session five.
- Ensure the kitchen space is suitable to run a program for 12 participants and has the required space and cooking equipment. All hosts and kitchens must receive prior approval from the Food Skills for Families team and meet the program *Host Requirements*.
- Deliver program as per the Facilitator Guide.
- Mail in program forms after session six.

### EXPECTATIONS

**Teaching Experience:** Previous group teaching experience with the ability to make learning easy and fun for adults preferred. Experience running a community kitchen would be an asset.

**Experience Working with Diverse Populations:** The Food Skills for Families program has been developed into five curriculums for the Indigenous, newcomer, lower income, Punjabi and senior populations. The program has also been successfully delivered to other various groups using these curriculums, including the mental health population, men's only groups, and pregnancy outreach programs.

**Enthusiasm for Health:** Keen interest and excitement about healthy eating, cooking and safe food handling. This includes having a basic knowledge of the Canada's food guide and nutrition.

**Confidence in the Kitchen:** High level of cooking skills and confidence and ability to conduct food demonstrations.

**Effective Communication Skills:** Ability to communicate effectively. Have strong speaking, reading and writing skills, as well as strong interpersonal skills.

**Empathy:** Ability to accommodate various skill levels and provide support for those who need it.

**Vehicle:** Use of own vehicle for grocery shopping.

**Computer Access:** Access to internet and comfortable communicating via email and filling out forms in excel.

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### APPLICANT DETAILS

First Name	
Last Name	
Alternate Name	
Job Title and/or Professional Designation	
Position Details	Full/Part Time Contract ending:
Home Address	
Work Email	
Work Phone	
Work Cell	
Other Email	

### ORGANIZATION DETAILS

Organization Name	
Department/Program	
Organization Address	
Kitchen Location	On Site Off Site If program will be held at a location other than the address listed above please provide the kitchen name and address.

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### ORGANIZATION DETAILS continued...

<p>Previously Trained Staff</p> <p><i>List any previously trained staff and indicate if they are current employees.</i></p>	
<p>Briefly describe your organization (mission/vision/etc.) and how delivering the Food Skills for Families program fits into the organizations plan.</p>	
<p>Briefly describe your position and the program/department you work with. Include details on the clients you would run the Food Skills for Families program to, once trained.</p>	

### INDIGENOUS CONNECTIONS

<p>Is your organization located on a reserve?</p> <p>Yes</p> <p>No</p>
<p>Will any of the programs you deliver include Indigenous participants?</p> <p>Yes</p> <p>No</p>
<p><b>If YES:</b> Please list the Bands / Nations your organization works with.</p>

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### Confirm your understanding of the requirements by signing below.

- I am a current employee of the above mentioned organization and am able to deliver the Food Skills for Families program as part of my job.
- I understand that BCCDC will not provide a wage for me to deliver Food Skills for Families programs.
- I have read and understand the Role Description, Requirements, Responsibilities and Expectations sections listed above and satisfy all requirements.
- I currently have a valid Level One FOODSAFE Certificate or plan to get one prior to training.
- I understand that upon completion of the training, I must lead my first Food Skills for Families program within six months in order to maintain the certification.
- I plan to deliver at least one Food Skills for Families program per year once trained.

### SIGNATURE

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Applicant Signature

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Applicant Name

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Date

Once completed, email form to [FoodskillsBC@bccdc.ca](mailto:FoodskillsBC@bccdc.ca)

#### **BC Centre for Disease Control (BCCDC) Privacy Statement**

BCCDC respects your privacy. The information we collect ensures that our Food Skills for Families program staff can respond to subsequent inquiries and can continue to provide the best possible programs and services appropriate to your individual needs. The information gathered is also used to help guide BCCDC to inform future program updates. Your personal information is collected in accordance with section 26(c) of the *Freedom of Information and Protection of Privacy Act*. If you have any questions about the Food Skills for Families program, please contact [foodskillsBC@bccdc.ca](mailto:foodskillsBC@bccdc.ca).