

Facilitator Application

Food Skills for Families



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@diabetes.ca. Once your form is submitted someone from Diabetes Canada will contact you to confirm your eligibility.

ABOUT DIABETES CANADA

Diabetes Canada is the registered national charity that is making the invisible epidemic of diabetes visible and urgent. Eleven million Canadians have diabetes or prediabetes. Every three minutes, another Canadian is diagnosed with diabetes. Now is the time to End Diabetes – its health impacts, as well as the blame, shame and misinformation associated with it. Join us to End Diabetes.

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 Eating Well with Canada's Food Guide and nutrition.

Once trained, Community Facilitators work with Diabetes Canada to set up and facilitate Food Skills for Families 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 Diabetes Canada and returning all materials to Diabetes Canada 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 Diabetes Canada 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 Diabetes Canada prior to attending the Food Skills training.

British Columbia Resident: This application form is intended for B.C. residents only. If you are from outside of B.C. please email Foodskills@diabetes.ca to enquire about upcoming Food Skills training opportunities.

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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 twelve participants and has the required space and cooking equipment. All hosts and kitchens must receive prior approval from Diabetes Canada and meet the program's *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, low income, South Asian and active seniors 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 Eating Well with 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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Food Skills for Families



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. |

Facilitator Application

Food Skills for Families



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>If YES: 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 Diabetes Canada 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 programs per year once trained.

SIGNATURE

Applicant Signature

Applicant Name

Date

Once completed, email form to FoodskillsBC@diabetes.ca

Diabetes Canada Privacy Statement

Diabetes Canada respects your privacy. The information we collect ensures that our Diabetes Information and Support Center 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 the Association to develop new programs and services relevant to those Canadians with diabetes, those affected by diabetes and those at risk, as well as formulating future fund-raising initiatives to support our mission. We guarantee that all information gathered will be held in the strictest of confidence and will not be used for any other purpose, without your further consent. If you wish to find out more about the collection and security of your personal information, please contact the Association at 1-800-BANTING, or email info@diabetes.ca.