

JOB DESCRIPTION

POSITION:	Trainer/Curriculum Writer
ACCOUNTABILITY:	Manager of Training Development and Delivery
CLASSIFICATION:	Permanent Full-Time
DATE APPROVED:	July 28, 2020
DATE UPDATED:	July 24, 2020

Philosophical Overview

All employees with the Association of Native Child and Family Services Agencies of Ontario (ANCFSAO) are required to follow the Mission, Vision and Values of the organization in all circumstances. Similarly, all employees shall follow the policies and procedures of ANCFSAO, as well as the direction provided by the management team.

All employees are required to perform those duties in a manner that respects and reflects the culture, traditions and values that are common to the First Nation, Inuit, and Métis Peoples.

Position Summary

Reporting to the Manager of Training Development and Delivery, the Trainer/Curriculum Writer is responsible for the development and delivery of ANCFSAO training sessions to support member Agencies and their partners, as well to Children's Aid Societies and other external organizations. The Trainer/Curriculum Writer will develop, organize, and facilitate a range of courses on behalf of ANCFSAO, on their own or with a co-trainer, to diverse participants including staff, leadership, and outside participants.

Primary Responsibilities

1. Develop, coordinate, and facilitate training sessions:
 - Develop training curriculum to meet identified training needs incorporating Anishnawbek culture, values, traditions, and teachings into programming where applicable.
 - Create training resources and participant packages.
 - Schedule training sessions using approved training work plans.
 - Develop outreach systems to distribute and promote scheduled training events / programs.
 - Coordinate facilitators, training facilities, food, accommodations, travel, resources, participants, and other requirements.
 - Ensure training sessions are documented with attendance sheets and evaluation forms.
 - Review evaluations forms and modify or update training techniques or resources to address areas requiring improvement.
 - Deliver training sessions using applicable curriculum and appropriate training methods and processes.

- Collaborate with other agencies and providers in coordinating and delivering training sessions.
- Recommend evidence-based improvements to training processes and develop strategies to address identified areas requiring improvement.
- Maintain service delivery standards.
- Maintain knowledge of industry training trends, techniques, and methodologies.
- Ensure ongoing professional development in personal training expertise and in training delivery methods.
- Demonstrate effective facilitation of a variety of structured learning activities, including small group work, large group discussions, experiential exercises.
- Proficient at keeping learners focused, on task and within established time frames while remaining responsive to group needs and concerns.
- Ability to create and maintain a comfortable and respectful participant-focused environment.

Administration and Reporting

Complete administrative functions and reporting, adhering to Association policies, procedures, and relevant practices:

- Ensure confidentiality and safekeeping of all Association documents and records.
- Develop and maintain a detailed work plan of activities.
- Develop and maintain accurate, up-to-date, and concise work files.
- Prepare and deliver summary reports on training activities.
- Prepare and submit monthly reports, attendance records and travel expense claims.
- Work in compliance with Occupational Health and Safety Act and any other relevant legislation.
- Follow the Associations' human resources, finance and other policies and procedures in the performance of duties.

Other Duties

- Participate in internal or external committees as required or assigned.
- Other duties as required and assigned.

Qualifications

Preferred Education and Experience:

- Post-Secondary Education with a focus on adult education/learning, education, or related field with experience.
- Demonstrated experience in developing curriculum and facilitating training to diverse adult learners.
- Three (3) years experience in a prevention services, child welfare or Indigenous Well-being role would be considered an asset.
- Experience working with First Nation, Inuit and Métis peoples, organizations, and communities with lived experience in culture and tradition as an Indigenous person in Canada.

Knowledge Requirements:

- Knowledge of the Child, Youth and Family Services Act and Ministry of Children and Youth Services, as well as clinical knowledge of social work theories, principles, and practices.
- Knowledge of the ANCFSAO Mission and Mandate.
- Awareness of ANCFSAO programs, services, and membership base.
- Thorough knowledge of Indigenous culture and values including awareness of the First Nation, Inuit and Métis Communities and Agencies we service.
- A solid understanding of and sensitivity to the experiences of First Nations and Indigenous peoples in Canada, and the impact of the legacy of Residential Schools and the Sixties Scoop upon them is essential.
- Knowledge of best practices in adult education principles and learning methods.

Skills and Abilities:

- Ability to develop and deliver solid curriculums and lesson plans.
- High level of facilitation and presentation skills with a focus on adult learners.
- Ability to facilitate effectively, utilizing a wide range of methods and not relying on reading directly from a script or slide presentation.
- Comfortable using training delivery technology and media such as laptops, projectors, PowerPoint slides.
- Strong knowledge of and ability to apply adult learning principles.
- Ability to communicate professionally and respectfully in any situation, including difficult discussions that may arise.
- Handles problems in a pro-active manner with a focus on resolution.
- Proficient writing skills with the ability to draft/edit communications including emails, memorandums, and letters.
- Task oriented with the ability to manage multiple priorities and work in a fast-paced environment.
- Takes initiative in the role utilizing critical thinking to problem solve skills.
- Ability to work independently and within a team environment.
- Displays a high-level of emotional intelligence including consistently exhibiting a positive and professional demeanor in all situations.
- Self-aware and able to adapt and support organizational change.
- Fluidity in working with staff, senior leadership, Boards of Directors, partner agencies, government bodies and Indigenous organizations.
- Understanding the importance of maintaining and working within a highly confidential and sensitive environment.
- Understanding and ability to speak an Indigenous language would be an asset.

Mandatory Requirements:

- Must be willing to work flexible hours including weekends, evenings and holidays as required.
- Provide an acceptable Canadian Police Information Centre Check (CPIC) and Vulnerable Sector Screening (VSS).

- Able to provide a safe vehicle for use on the job, an acceptable Driver's Abstract, evidence of a valid Ontario Driver's License and of Personal Liability & Property Damage insurance coverage for at least \$1,000,000.00.

Working Condition and Location

The position will be based out of the office in Toronto and frequent travel within Ontario is required. Some travel outside of the province may also be required.

While performing the duties of this job, the Trainer/Curriculum Writer will typically be in an office and classroom setting. The Trainer/Curriculum Writer is frequently required to operate a computer, file, and retrieve written documents, and work overtime when required or during emergency situations. The Trainer/Curriculum Writer is required to speak in front of an audience and ensure transfer of learning. The physical demands include, but are not limited to, standing, sitting, walking, lifting, carrying, reaching, handling, kneeling, crouching, and bending.

Teaching positions can be mentally and emotionally challenging. As a result, this position is more mentally challenging than physically challenging. There will be extended periods of sitting required when performing administrative tasks and while attending meetings and extended periods of standing when providing training/presentations.

Non-physical demands include a work environment where the noise level is usually quiet to moderate but may be loud on occasion. The nature of the position may expose the Trainer/Curriculum Writer to high levels of tension when dealing with issues. The level of tension is usually moderate, with high levels of tension occurring occasionally.

Supervisory Responsibility

The position is not required to supervise any staff.

Key Relationships

Internal:

The position requires interaction with Board of Directors, Executive Committee, Executive Director, and ANCFSAO staff.

External:

The Trainer/ Curriculum Writer will interact with Indigenous Child Well-Being Agencies and Children's Aid Societies, Ministry of Children, Community and Social Services (MCCSS), Ontario Association Children's Aid Societies, Indigenous Communities, training consultants and other partner agencies providing services within our jurisdiction.

Disclaimer

This document describes the position currently available and is only a summary of the typical functions of the job. It is not an employment contract. The above job description is not an exhaustive list of the duties, responsibilities, working conditions or skills required for this position. Additional duties may be assigned. The Association of Native Child and Family Services of Ontario reserves the right to modify job duties or the job description at any time.

Signature

This is to acknowledge that I have received a copy of this job description and understand its contents.

Signature of Employee

Date