

## **Job Description**

POSITION:	Staff Trainer
ACCOUNTABILITY:	Director of Services
CLASSIFICATION:	Full-time
DATE APPROVED:	February 15, 2023

### **JOB PURPOSE**

The Staff Trainer is responsible for developing training work plans and lesson plans, developing training curriculum and coordinating and delivering training sessions to address all employee's capacity development training requirements. The Staff Trainer functions within legislative requirements, regulations, policies and procedures and the Mission, Beliefs and Vision of the Nogdawindamin Family and Community Services and contributes to the accomplishment of the strategic priorities.

### **KEY JOB FUNCTIONS**

#### **Coordinate and Implement Training Needs Analysis:**

Ensure training needs are identified and a plan is developed for implementation.

- Coordinate a training needs analysis;
- Review Ministry and Agency documents, reports and strategic work plans to identify training needs and training requirements;
- Conduct staff surveys and management sessions to identify training needs and requirements;
- Research training initiatives and opportunities.

#### **Training Work Plans:**

Develop and maintain individual employee and Agency training work plans.

- Develop annual Agency training work plans using the training needs analysis;
- Develop individual training plans in cooperation with Supervisors and the Director of Services to address staff action plans for skill enhancement and employee development;
- Negotiate with training facilitators and other agencies to develop costs estimates;
- Develop and maintain communication with Agency Supervisors and Managers regarding training needs.

#### **Develop, Coordinate and Deliver Training Sessions:**

Ensure training sessions are scheduled and implemented.

- Develop training curriculum to meet identified training needs, and apply Anishnaabek culture, values, traditions and teachings into programming where applicable;
- Develop applicable lesson plans to meet training curriculum;
- Develop training resources and training packages for participants;
- Schedule training sessions using approved training work plans;
- Develop and circulate an Agency training calendar;
- 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 in the coordination and delivery of training sessions;
- Participate in 'Train the Trainer' opportunities to facilitate training sessions internally;
- Recommend 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.

**Relationship and Team Building:**

Work collaboratively and cooperatively at all levels in order to support the use of a family-centered, strengths-based, child-focused practices while assisting families in building their capacities to provide safe and nurturing environments for children.

- Demonstrate behaviors, actions and attitudes that are consistent with Agency vision, mission and values;
- Provide opportunities for the enhancement and development of positive cultural identities of the children, families and communities served;
- Ensure appropriate communication and consultation with Supervisor at appropriate times;
- Ensure effective and professional communications with all internal and external service providers;
- Share information according to privacy and/or confidentiality guidelines;
- Work respectfully, positively, professionally and collaboratively with team members.

**Cultural Competency**

Participate in cultural activities within the agency.

- Follow the Seven Grandfather teachings as it relates to the position in line with the vision and mission of the Agency;
- Actively attend and participate in regular Anishinaabe Aadziwin cultural training and/or activities provided by the Agency;
- Ensure appropriate cultural opening when coordinating meetings both within the agency, for clients, families, communities and other collaterals;
- Actively seek guidance from cultural staff how to incorporate culture into the position or how to work from a cultural perspective;
- Engage in learning and incorporating Anishinaabemowin language within the position.

**Administration and Reporting:**

Complete administrative functions and reports, and adhere to Agency policies, procedures, and relevant practices.

- Ensure submissions of reports are completed and reviewed;
- Prepare reports, statistics, briefing notes and correspondence as required;
- Develop and maintain an individual detailed work plan of activities;
- Ensure confidentiality and safekeeping of all Agency documents and records;
- Develop and maintain accurate, up-to-date and concise work files;
- Work in compliance with the Occupational Health and Safety Act and any other relevant legislation;
- Prepare and submit monthly reports and travel expense claims and maintain attendance records;
- Follow Agency human resources, finance and other policies and procedures in the performance of duties.

**Other Duties**

- Act in accordance with agency Code of Ethics and maintain confidentiality at all times to protect the privacy of Agency staff, families and communities;
- Participate in internal or external committees as required or assigned;
- Perform additional related duties in accordance with job responsibilities and department objectives;
- Participate in training, cultural events and other mandatory training as required;
- Other duties as required or assigned.

**QUALIFICATIONS**

**Minimum Education**

- Bachelor of Social Work or Education degree is preferred
- Diploma in Social Services
- Life Skills Coach Certificate would be an asset

**Minimum Experience**

- Three (3) years' experience in a social service agency, preferably in prevention or child welfare protection
- Experience facilitating training or information sessions with a demonstrated comfort level presenting to a diverse adult audience
- Experience developing training curriculums and lesson plans
- Experience working with Indigenous people, organizations and communities
- Equivalent combination of education and experience may be considered

#### **Knowledge Requirements**

- Knowledge of Nogdawindamin programs and services
- Knowledge of best practices in adult education principles and learning methods
- Knowledge of the Child, Youth and Family Services Act, and other various legislations

#### **Special Skills**

- Excellent interpersonal skills
- Excellent facilitation and presentation skills
- Excellent computer skills with MS Office software
- Excellent customer service skills
- Excellent oral and written communication skills
- Excellent financial budgeting
- Excellent multitasking, organizational and planning skills
- Excellent time management skills
- Ability to develop and deliver curriculums and lesson plans
- Ability to adapt to changing environments
- Ability to work within a team environment
- Ability to take initiative and work independently
- Ability to meet deadlines and administer multiple priorities in a fast-paced environment
- Ability to work flexible hours
- Ability to work with confidential and sensitive information

#### **Other Requirements**

- Respect for, sensitivity towards as well as knowledge and understanding of Anishnaabek culture, traditions and the Seven Grandfather Teachings;
- Ability to understand and speak Anishinaabemowin is a definite asset;
- Must provide a Police Records Check deemed satisfactory by the employer;
- Must have a Class 'G' Ontario Driver's Licence, access to a vehicle and the ability to travel;
- Must have \$1M automobile insurance coverage.

#### **WORK SITE LOCATION**

Location to be determined.

#### **PHYSICAL DEMANDS AND WORK ENVIRONMENT**

While performing the duties of this job, the Staff Trainer will typically be in an office and classroom setting. The Staff Trainer is required to operate a computer, file and retrieve written documents, and work overtime when required or during emergency situations. The Staff Trainer 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. The Staff Trainer will be required to travel to meetings, training and agency events.

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 training.

Non-physical demands include a work environment where the noise level is usually quiet to moderate within a shared space but may be loud on occasion. Staff Trainers may experience various levels of tension when dealing with training materials that may be sensitive.

Given the traditional practices of Indigenous people, from time-to-time exposure to smoke from the burning of sacred medicines; tobacco, sweet grass, sage or cedar, may occur.

### **TECHNOLOGY & EQUIPMENT**

Computer, projector, AV equipment, photocopier, telephone and fax machine.

### **SUPERVISORY RESPONSIBILITY**

The position is not required to supervise any staff.

### **KEY RELATIONSHIPS**

#### **Internal**

The position requires interaction with Director of Services, Senior Management Team Members, Board of Directors, coworkers, and all staff.

#### **External**

The Staff Trainer will interact with Ministry of Children, Community and Social Services, Children's Aid Societies, Ontario Association Children's Aid Societies (OACAS), Association of Native Child & Family Services Agencies of Ontario (ANCFSAO), training consultants, Child Welfare, First Nation Communities and prevention agencies.

### **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. Nogdawindamin Family and Community Services 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