



## **MNAASGED CHILD AND FAMILY SERVICES, EMPLOYMENT OPPORTUNITY – STAFF TRAINER**

### **GENERAL DESCRIPTION**

Reporting to the Director of Human Resources, 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 Agency and child welfare capacity development training requirements.

### **RESPONSIBILITIES:**

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

- Conduct staff surveys and management sessions to identify training needs and requirements
- Research training initiatives and opportunities

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

- Develop individual training plans in cooperation with Supervisors and the Director of Human Resources to address staff action plans for skill enhancement and employee development
- Negotiate with training facilitators and other agencies to develop costs estimates

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

- 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
- Review evaluations forms and modify or update training techniques or resources to address areas requiring improvement
- Collaborate with other agencies in the coordination and delivery of training sessions

#### **Administration and Reporting:**

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

- Ensure confidentiality and safekeeping of all Agency documents and records
- Develop and maintain accurate, up-to-date and concise work files
- Prepare and deliver summary reports on training activities
- Follow the MCFS human resources, finance and other policies and procedures in the performance of duties

### **QUALIFICATIONS**

#### **Minimum Education**

- ? Bachelor of Education degree, professional training certification
- ? Master of Education is ideal and would be an overall organizational asset

#### **Minimum Experience**

- Three (3) years' training experience developing and delivering training curriculums and lesson plans
- Experience working with Indigenous people, organizations and communities
- Respect for, sensitivity towards as well as knowledge and understanding of member Nation cultural practices.

### **SPECIAL SKILLS**

- Excellent computer skills with MS Office software
- Strong interpersonal skills



- Excellent oral and written communication skills
- Excellent organizational and planning skills
- Excellent time management skills

#### **Other Requirements**

- Must provide a clear Police Records Check with Vulnerable Sector Check
- ☐ Must have a Class 'G' Ontario Driver's License, access to a vehicle and the ability to travel

**SALARY**            **\$50,000.00 – 54,724**

#### **Hours of Work**

Hours of work are generally 8:30 am – 4:30 pm for a 37.5 hour work week, Monday to Friday with half an hour (30 minute) lunches. As well, the successful candidate must be able to work as required some evenings and weekends

**This is a permanent full time position.**

**Pension and benefits become available upon completion of 6 month probationary period**

**CLOSING DATE: JULY 31, 2021 at 4:30 pm**

**Mnaasged gives preference to any First Nation applicants for any employment opportunities as per Section (16)1 of the Canadian Human Rights Act.**

**Anyone requiring more information about our agency or this position may contact:**

**Allen Deleary, Human Resources Developer**

**allen.deleary@mnaasged.com**

**(519) 289-1117 ext. 237**

**Please forward your cover letter, resume and 3 working references letters to:**

**Human Resource Department**

**Mnaasged Child and Family Services**

**311 Jubilee Rd. Muncey, ON N0L 1Y0**

**allen.deleary@mnaasged.com**

**Telephone: 519-289-1117, Fax: 519-289-289-3068**

**Closing Date for this Position:**

**Friday, July 31, 2020**

**@ 4:30 pm**