

TEAM LEAD / INSTRUCTOR JOB DESCRIPTION

PURPOSE OF THE POSITION

To develop, review, deliver and instruct training curriculum and material for IPS programs in accordance with clearly established policies and procedures. To operate within the confines of the Indigenous Perspectives Society's (IPS) vision, mission, values, purpose, mandate, policy and standard operating procedures.

NATURE OF WORK AND POSITION LINKS

The Team Lead/Instructor reports directly to the Associate Director and is responsible for providing sound and expert feedback on all aspects of curriculum development and delivery. The position will include promoting, delivering and scheduling training and ensuring instructors are in place to deliver training. The position will also include providing supervision, mentoring, coaching, and leadership directly to reporting staff and contractors; executing Human Resource related initiatives, including setting performance objectives and developing work plans, prioritizing work, ensuring proper training and conducting performance appraisals. This position will be based out of the Society's office as well as off-site locations.

To fulfill its responsibilities, the position develops and maintains relationships with:

Associate Director and Curriculum Development Manager - to ensure the Associate Director and Curriculum Development Manager are informed of any problems related to curriculum content and delivery or acceptance of materials by stakeholders. To identify issues and assist in developing strategies to solve issues

Stakeholders (First Nations, Aboriginal Agencies, Ministry of Children and Family Development, and other community and training facilities) – to deliver training material in a manner suitable to the audience and respond to queries or incidents as they occur. May be required to make presentations to stakeholders on behalf of IPS.

IPS staff - to exchange information on activities

SPECIFIC ACCOUNTABILITIES AND DELIVERABLES

Delivery of Training

- Promote, deliver and schedule training and ensure instructors are in place to deliver training
- Provide supervision, mentoring, coaching, and leadership directly to reporting staff and contractors
- Execute Human Resource related initiatives, including setting performance objectives and developing work plans, prioritizing work, ensuring proper training and conducting performance appraisals
- Review, delivery and instruction of the training curriculum and material for IPS programs, in accordance with clearly established policies and procedures
- Provide instruction of training materials to adult learners
- Ensure onsite facilitation and co-ordination of training events
- Monitor the delivery of training materials by contractors to ensure appropriateness and provides corrective direction when necessary
- Assist with logistical arrangements on-site for training events such as training facilities, equipment, resources, guest lecturers etc.
- Prepare and organize training materials such as flip charts, overhead and handouts to ensure a smooth delivery of the program
- Co-ordinate training evaluation

Curriculum Evaluation & Development

- Development and implementation of public education programs and materials as directed by the Associate Director
- Participate in the evaluation of programs operated by the IPS
- Assist with the development, implementation, and revision of curriculum in keeping with changes in practice, legislation, regulation and competencies required to meet delegation requirements
- Develop and distribute public relations materials which serve to promote the interests and activities of the IPS
- Identify resources required to develop and deliver training projects

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Other Duties

- Prepare and conduct presentations on the training project(s)
- Represent the IPS on committees and task groups
- Prepare briefing notes, proposals, or reports
- Perform other duties as required

TOOLS/EQUIPMENT

- Computer for word processing, electronic mail, spreadsheets, presentations, etc.
- Software includes: Microsoft office and PowerPoint
- Standard office equipment such as: facsimile, photocopiers, cell phone, audio visual equipment

WORKING CONDITIONS

- Frequent travel on a scheduled basis throughout the province of British Columbia
- Delivery of training in a boardroom or classroom setting
- Facilitation and delivery of training in an online environment
- Required to respond to circumstances with students which may be outside the realm of the curriculum being delivered
- May be required to work evenings and weekends

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SELECTION CRITERIA

Education and Experience

- A Bachelor/Masters of Social Work or related degree such as Psychology, Education or Child Services and 3 - 5 years' experience in Child Welfare related field
- Experience in adult education instruction and Child Welfare field experience
- Progressive experience in Indigenous Child & Family Services
- Experience with and possession of a full child protection delegation letter
- Previous work experience in an Indigenous Child & Family Service Agency
- Thorough knowledge of Indigenous Social Work, specifically in the area of child welfare, and knowledge of legislation, regulations and practice standards pertaining to Indigenous Child & Family Services
- Sound knowledge of Indigenous communities, cultures, traditions and practices in BC
- Proficiency with computer software including MS Office, Moodle and PowerPoint
- Preference will be given to Indigenous applicants

Knowledge, Skills and Abilities

- Thorough knowledge of Aboriginal Social Work specifically in the area of child welfare
- Thorough knowledge of adult education model
- Sound knowledge of Aboriginal communities, cultures, traditions and practices in British Columbia
- Knowledge of legislation, regulations and practice standards pertaining to First Nations & Aboriginal Child & Family Services
- Proficient with computer software including MS Office, databases and PowerPoint
- Ability to prepare briefing notes, proposals and issue papers and reports for review by the Associate Director and the Executive Director.
- Ability to develop and maintain effective working relationships with groups and individuals with diverse or competing interests or diverse perspectives
- Ability to plan, prepare, and deliver training and obtain feedback through presentations to potentially unreceptive or critical audiences
- Ability to prepare and provide clear, concise and complete verbal and written information at a level appropriate to the audience
- Demonstrated ability to use computer applications (such as word-processing, databases, spreadsheets, electronic mail) to enter and retrieve data and create and edit a variety of training materials, reports or correspondence
- Ability to identify and assess a situation quickly and take appropriate action
- Ability to work independently with minimum supervision
- Ability to develop curriculum
- Ability to develop and maintain relationships with co-workers and stakeholders
- Ability to deal with conflict within diverse groups
- Ability to organize, prioritize and manage workload, advising supervisor of significant issues
- Ability to exercise judgement and discretion and maintain confidentiality

CERTIFICATION

I have read the contents of this job description and accept the position and responsibilities as described in this document.

Employee Name

Signature

Date