

# INSTRUCTOR / CONTRACT 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, mandate, policy and standard operating procedures.

## **NATURE OF WORK AND POSITION LINKS**

The Instructor reports directly to the Team Lead and is responsible for providing sound and expert advice on all aspects of curriculum development and delivery.

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

**Team Lead** - to ensure the Team Lead is 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, Métis, 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 and others on behalf of IPS.

**Other IPS staff** - to exchange information on activities

## **SPECIFIC ACCOUNTABILITIES AND DELIVERABLES**

### **Delivery of Training**

- 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 training or workshop.
- Co-ordinate training evaluations.

### **Curriculum Evaluation & Development**

- Development and implementation of public education programs and materials as directed by the Team Lead.
- 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.

### **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.

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## **WORKING CONDITIONS**

- Frequent travel on a scheduled basis throughout the province of British Columbia.
- Delivery of training in at IPS training room and off sight locations.
- Respond to circumstances with students which may be outside the realm of the curriculum being delivered.
- May be required to work evenings and weekends.

## **SELECTION CRITERIA**

### **Education and Experience**

- Bachelor of Social Work or related degree such as Psychology, Education or Child and Youth Care.
- 3 - 5 years experience in related field.
- Demonstrated experience in adult education instruction.
- Demonstrated experience in research and analysis using various methods including databases, internet, library and university reference materials.
- Demonstrated experience in developing curriculum and public education and relations materials
- Valid BC Drivers' Licence.
- Experience in child welfare with a letter of delegation in child protection.
- Previous work experience in an Aboriginal Child & Family Service Agency or MCFD.

### **Knowledge, Skills and Abilities**

- Thorough knowledge of Aboriginal Social Work specifically in the area of child welfare.
- Thorough knowledge of adult education theory and practices.
- Sound knowledge of Aboriginal communities, cultures, traditions and practices in British Columbia.
- Knowledge of legislation, regulations and practice standards pertaining to 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 Team Lead and the Executive Management.
- Ability to develop and maintain effective working relationships with individuals/groups with diverse or competing interests or perspectives.
- Ability to plan, prepare, and deliver training, and obtain feedback from 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 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