

Indigenous Child and Family Services Curriculum Writer Job Description

PURPOSE OF THE POSITION

The ICFS Curriculum Writer will:

- Review, research and development of training curriculum and material for IPS training programs in accordance with clearly established policies and procedures; and
- Will 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 ICFS Curriculum Writer reports directly to the Manager of Learning and Curriculum Development (or equivalent acting position)

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

Curriculum Development – to ensure the Manager is informed of any required improvements related to curriculum content, to identify issues and assist in developing strategies to solve issues; and to assist and inform the development and revision of curriculum using various modes of delivery including online, blended, onsite and community educational models.

Other IPS Project Leads – to exchange information on training activities

SPECIFIC ACCOUNTABILITIES AND DELIVERABLES

Curriculum Evaluation & writing

- Provide input in the evaluation of programs operated by IPS as requested
- Assist with the planning, development, implementation, and revision of curriculum in keeping with changes in practice, legislation, and regulation as well as competencies required to meet delegation requirements when necessary
- Assist with the planning, development, implementation, and revision of curriculum in keeping with best practices
- Conduct research and consult with key collaborators for curriculum development purposes
- Prepare instructional material for printing and develop outlines with the necessary details to direct instruction
- Develop learning objectives and goals for each new curriculum and review learning objective for existing curriculum
- Identify resources required to develop and deliver training projects
- Other curriculum development and webinar development as directed

Other Duties

- Prepare and conduct presentations on the training project(s) as requested
- . As directed by Curriculum Manager, shadow in class delivery of curriculum for the purpose of potential enhancements and/or revisions.
- Perform other duties as required

TOOLS/EQUIPMENT

- Computer for word processing, electronic mail, spreadsheets, presentations, learning management platforms, and audio/video equipment.
- Software includes: Microsoft office (Word, Access, PowerPoint, Publisher)
- Standard office equipment such as: facsimile, photocopiers, cell phone, audio visual equipment

WORKING CONDITIONS

- May be required to work evenings and weekends
- full time on site

SELECTION CRITERIA

Education and Experience

- Bachelor's or master's degree in Social Work (in progress) or equivalent demonstrated experience.
- Preferred demonstrated employment history and desire to become a curriculum developer or writer.
- Demonstrated experience and knowledge working with Indigenous communities
- Strong research and analysis skills using various methods including databases, internet, survey/evaluation tools, library and university reference materials
- Demonstrated ability to develop curriculum, and learning materials
- Experience in using online learning management systems such as Moodle
- Prefer previous work experience in an Indigenous Child & Family Service Agency.

Preferred Knowledge, Skills and Abilities

- Knowledge of Indigenous Social Work specifically in the area of child welfare and social service provisions
- Ability to create curriculum that centers Indigenous knowledge and reflects Indigenous pedagogies
- Acquainted with the theories and practices of online learning and the implementation of synchronous learning environments with multimedia engagement tools
- Sound knowledge of Indigenous communities, cultures, traditions and practices in British Columbia
- Knowledge of legislation, regulations and practice standards pertaining to Indigenous Child & Family Services
- Ability to develop and maintain effective working relationships with groups and individuals with diverse or competing interests or diverse perspectives
- Familiarity with various delivery models including online, blended, onsite and community educational models
- Ability to prepare and provide clear, concise and complete verbal and written information at a level appropriate to the audience
- Proactively self-engage in ongoing professional development with a focus on evolving trends in Indigenous education and education technology
- 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. Proficient with computer software including MS Office, learning platforms such as Adobe Connect and Moodle, databases and PowerPoint
- Familiarity with issues pertaining to copyright regulations in curriculum
- Ability to write curriculum using APA referencing
- Ability to work independently with minimum supervision
- Ability to develop and maintain relationships with co-workers and collaborators.
- Ability to organize, prioritize and manage workload, advising supervisor of significant issues
- Ability to exercise judgement and discretion and maintain confidentiality

- Valid BC Drivers' Licence

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