

ICFST 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, Centre of Excellence in Community Education's (IPS) vision, mandate, policy, and standard operating procedures.

NATURE OF WORK AND POSITION LINKS

The Indigenous Child and Family Service Training Instructor reports directly to the Associate Director 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:

Manager of Curriculum and Learning Development

- To ensure the Manager of Curriculum and Learning Development 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.

Community Partners (First Nations, Indigenous 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.

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 coordination of training events.
- Work collaboratively on the delivery of training materials by contractors to ensure appropriateness and provide support when necessary.
- Assist with logistical arrangements on-site for training events such as training facilities, equipment, resources, guest speakers, etc.
- Prepare and organize training materials such as flip charts, overhead, and handouts to ensure a smooth delivery of the training or workshop.
- Coordinate training evaluations.
- Navigate online learning environments.
- Ensure blended learning environments are managed.

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 as requested
- 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.

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TOOLS/EQUIPMENT

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

WORKING CONDITIONS

- Travel on a scheduled basis throughout the province of British Columbia.
- Delivery of training in the IPS training room and off-site locations.
- Respond to circumstances with students that 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.
- MANDATORY: experience in child welfare with a letter of delegation in Voluntary Services, Guardianship, and/or Child Protection.
- MANDATORY: previous work experience in an Indigenous Child & Family Service Agency or MCFD.

Knowledge, Skills, and Abilities

- Thorough knowledge of Indigenous Social Work perspectives specifically in child and family services.
- Thorough knowledge of adult education theory and practices.
- 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.
- 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.
- Ability to develop and maintain effective working relationships with individuals/groups with diverse or competing interests or perspectives.
- Ability to plan, prepare, 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 and prioritize the workload and communicate any significant issues to supervisor.
- Ability to exercise sound judgment, maintain confidentiality and exercise discretion in line with IPS values.

CERTIFICATION

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

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Employee Name

Signature

Date