

KIIKENOMAGA KIKENJIGEWEN EMPLOYMENT & TRAINING SERVICES



JOB DESCRIPTION

ALLESP Learning Facilitator

Purpose

The Learning Facilitator (“Learning Facilitator”) for the Adult Learning Literacy & Essentials Skills Program (“ALLESP”) is a full-time contracted position reporting to the ALLESP Project Coordinator. The Learning Facilitator assists the participants attending the academic upgrading program in a Matawa First Nations community. This role is vital to the success of the overall performance and success of the ALLESP Project.

Scope

The Learning Facilitator will ensure that all operations are conducted in a respectful and responsible way, ensuring that all decisions and actions meet the relevant legislation, policies, and procedures. The Learning Facilitator will provide academic and administrative support services and maintain program and participant information and files.

The Learning Facilitator will coordinate and deliver all aspects of program delivery, and provide learning facilitations, and program instructional delivery. Must provide student support services at local level for academic or coordinate referrals for personal issued when appropriate, and monitor program progress, collect participant data, analysis and report on program results.

The Learning Facilitator is responsible to facilitate the program to participants. The Learning Facilitator is responsible to provide planning, academic counselling, career development, support to learners, and promoting literacy and essential skills in order to secure opportunities for First Nation members.

Reporting to

ALLESP Project Coordinator

Education

Minimum high school diploma

Professional Designation

None required

Previous Experience

- 1-3 years working in a learning environment working with learners in a First Nation community.
- Delivering workshops and assisting in small group learning.
- Or combination of education and experience.

Working Conditions

- Travel may be required during various weather conditions
- May have to lift, carry, and manage various equipment and supplies
- May have to spend long hours sitting to use computer or office equipment, or to attend meetings
- May be required to work in an environment that is busy and noisy, with frequent interruptions and distractions
- May be required to manage multiple tasks and projects at one time
- Other duties as required

Knowledge, Skills, and Abilities

- Knowledge of relevant legislation (Employment Standards; Occupational Health and Safety; Human Rights; etc.)

- Knowledge of KKETS policies and procedures
- Understanding of Matawa First Nations Management and Kiikenomaga Kikenjigewen Employment & Training Services
- Working knowledge of Augmented Reality and Virtual Reality concepts and solutions
- Able to work independently and multi-task
- Mathematical and problem solving reasoning
- Excellent and persuasive communication skills

Proficiency in Computer and Office Equipment Use

- Word processing
- Spreadsheets
- Databases
- Email
- Internet
- Fax
- Photocopier
- Voice messaging system

Personal Characteristics

- **Ethics:** Understand ethical behaviour and business practices and ensure own behaviour and the behaviour of others is consistent with these standards and aligns with the values of the organization
- **Confidentiality:** Maintain strict confidentiality both inside and outside of the workplace
- **Relationships:** Establish and maintain positive working relationships with others both internally and externally to achieve the goals of the organization
- **Communication:** Speak, listen and write in a clear, thorough and timely manner using appropriate and effective communication tools and techniques
- **Client focus:** Anticipate, understand, and respond to the needs of internal and external clients to meet or exceed their expectations within the organizational parameters
- **Teamwork:** Work cooperatively and effectively with others to set goals, resolve problems, and make decisions that enhance organizational effectiveness
- **Decision making:** Assess situations to determine the importance, urgency and risks, and make clear decisions which are timely and in the best interests of the organization
- **Leading:** Positively influence others to achieve results that are in the best interests of the organization
- **Organization:** Set priorities, develop a work schedule, monitor progress towards goals, and track details, data, information and activities
- **Planning:** Determine strategies to move the organization forward, set goals, create and implement action plans, and evaluate the process and results
- **Problem solving:** Assess problem situations to identify causes, gather and process relevant information, generate possible solutions, and make recommendations and/or resolve the problem, often using creativity and innovative thinking
- **Energy:** Bring energy and enthusiasm to the workplace
- **Flexibility:** Adapt to changing scenarios and stimuli
- **Quality:** Focus on details and ensure all work is of a high standard of quality
- **Results:** Focus on achieving desired outcomes of all tasks undertaken

- **Accountability:** Be reliable, dependable, and accountable for personal actions
- **Coaching:** Coach and mentor others to help them develop both professionally and personally
- **Professional development:** Be driven to continuously improve professional knowledge and skills

Primary Duties and Responsibilities

ADMINISTRATIVE:

- Facilitating the program to participants;
- Maintaining the participant's success of the program;
- Meeting with individual students to complete intake and registration forms;
- Communicating regularly with ALLESP Project Coordinator to ensure consistency of program expectations is met;
- Providing a learning environment that makes effective use of learning resources and ensuring that all learning materials are available;
- Participating as a team member with functions and activities relating to academic upgrading programs;
- Maintaining student records, recording grades and completing all documents for reporting system;
- Ensuring that participants conduct themselves in a manner appropriate to an educational setting;
- Assess clientele and recruit based on eligibility;
- Providing assistance to the ALLESP Community Coordinator when necessary;
- Maintaining knowledge of local community agencies and resources and making referrals to supervisor as necessary; and

PARTICIPANT SERVICES:

- Establishing achievable learner goal paths and developing individualized learner outcome-based plans in consultation with the program coordinator;
- Maintaining the participant's success of the program;
- Assigning level-appropriate learning resources in accordance with the learner outcome based plan
- Ensuring that the participant passes the program;
- Implementing a variety of learning strategies to ensure student success;
- Meeting bi-weekly with students to review individual goals and progress;
- Invigilating tests and exams;
- Providing assistance and support for learners on self-directed learning materials in the academic upgrading program;
- Establishing achievable learner goal paths and developing individualized learner outcome-based plans in consultation with the ALLESP Project Coordinator; and
- Assigning level-appropriate learning resources in accordance with the learner outcome based plan;

OTHER

- Perform other duties as required
- Travel may be required
- Providing community presentations when requested;

Certification

The above statements are intended to describe the general nature and level of work being performed by the incumbent for this position. They are not intended to be an exhaustive list of all responsibilities and activities required of the position.

EMPLOYEE

I certify that I have read and understand the responsibilities assigned to this position.

Printed Name: _____

Signature: _____

Date: _____

KKETS MANAGEMENT

I certify that this written job description accurately describes the responsibilities assigned to this position.

Printed Name: _____

Title: _____

Signature: _____

Date: _____