

# KIIKENOMAGA KIKENJIGEWEN EMPLOYMENT & TRAINING SERVICES



## JOB DESCRIPTION

### Curriculum Development Intern

### Purpose

The purpose of the Curriculum Development Intern position will assist with the Adult Literacy & Essential Skills Program (ALLESF) for the Matawa communities. ALLESF is an innovative pre-essential skills program that targets hard-to-reach, hard-to-serve Indigenous learners with low levels of literacy and essential skills, in order to increase their participation in mainstream literacy and essential skills programming.

### Scope

The Curriculum Development Intern (CDI) will engage in skills and knowledge curriculum development and enhancement of the ALLESF program through a trauma informed approach, positive affirmations and through incorporation of the skills for success model. The CDI will engage in the revitalization of culture and bringing back the traditions and skills as it relates to curriculum development.

The intern will gain skills and knowledge required for curriculum development, program development and enhancement; including understanding trauma informed approach, meditation techniques as it relates to learning, and facilitation. Other areas the intern will gain knowledge of is facilitation/teaching - facilitation of curriculum content, curriculum research and revitalization of culture and bringing back the traditions and skills as it relates learning and development.

### Reporting to

Special Projects Manager

### Education

Minimum College diploma or a Post-secondary graduate or a related discipline, relevant work experience in First Nation communities and with First Nations people.

### Professional Designation

Preferred but not required

### Previous Experience

- Candidate for this position must identify as an indigenous person, including First Nation, Metis or Inuit.
- Candidate must be a new entrant into the workforce, are transitioning to a new career, or the unemployed or underemployed who are entering a new field.
- Candidate must have not previously participated in an NOHFC funded internship in the 2020 Mandate.
- Candidate must be 18 years of age or older.
- Candidate must be legally eligible to work in Canada.
- Once hired, the candidate must reside in the Northern Ontario community in which they are employed;

### Knowledge, Skills, and Abilities

- Previous teaching experience, community engagement preferable in a first nation community.
- Post-secondary graduate.
- Proven facilitation, communication, and workshop leadership skills.
- Excellent knowledge of Word, Excel, PowerPoint, Zoom, Google Drive. and the Internet.
- Knowledge of working in a community non-profit organization.

QMS#:

Issue Date: Sept 2020

DEPT:

Revision #1 : Date \_\_09\_\_/\_20\_\_

Approved by: Executive Director

### Proficiency in Computer Use

- Word processing
- Spreadsheets
- Databases
- Email
- Internet

### 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

### Working Conditions

- The employee may have to lift, carry, and manage various equipment and supplies
- The employee may have to spend long hours sitting to use computer or office equipment, or to attend meeting, to sit at a desk, conference table or in meetings of various configurations for extended periods of time
- The employee may be required to work in an environment that is busy and noisy, with frequent interruptions and distractions

- Facility to hear and understand speech at normal room levels and to hear and understand speech on the telephone with or without reasonable accommodation.
- The employee may be required to manage multiple tasks and projects at one time
- The employee may be required to work odd or long hours under stressful conditions at certain times to complete special requests or projects
- Manual dexterity to operate a telephone and enter data into a computer.

#### **CLIENT CARE**

- Ensure that contact and communication is maintained with participants
- Advocate to ensure participants needs are met in providing program support

#### **ADMINISTRATION**

- Ensure that program activities comply with all relevant legislation and professional standards
- Working closely with other KKETS staff teams

#### **FILE AND DATA MANAGEMENT**

- Assist in collection and maintenance of records on the clients of the program for statistical purposes according to the confidentiality/privacy policy of the organization
- Assist in the report evaluation findings to KKETS Special Projects Manager and recommend changes to enhance the program, as appropriate
- Ensure project database is kept up to date
- Prepare and provide analysis of outcome data collected

#### **OTHER**

Perform other duties as required.

#### **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: \_\_\_\_\_