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## Job Posting

**POSITION TITLE:** Trainer/Curriculum Writer  
**DEPARTMENT:** Administration  
**REPORTS TO:** Manager of Training, Development and Delivery  
**CLASSIFICATION:** Permanent Full-Time  
**SALARY RANGE:** \$73,500 - \$93,000  
**LOCATION:** Toronto, ON  
**POSTING DATE:** September 18, 2023  
**CLOSING DATE:** October 2, 2023

### Philosophical Overview

All employees with the Association of Native Child and Family Services Agencies of Ontario (ANCFSAO) are required to follow the Mission, Vision and Values of the organization in all circumstances. Similarly, all employees shall follow the policies and procedures of ANCFSAO, as well as the direction provided by the management team.

All employees are required to perform those duties in a manner that respects and reflects the culture, traditions and values that are common to the First Nation, Inuit, and Métis Peoples.

### Position Summary

Reporting to the Manager of Training Development and Delivery, the Trainer/Curriculum Writer is responsible for the development and delivery of ANCFSAO training sessions to support member Agencies and their partners, as well to Children's Aid Societies and other external organizations. The Trainer/Curriculum Writer will develop, organize, and facilitate a range of courses on behalf of ANCFSAO, on their own or with a co-trainer, to diverse participants including staff, leadership, and outside participants.

### Primary Responsibilities

Develop, coordinate, and facilitate training sessions:

- Develop training curriculum to meet identified training needs incorporating Anishinabek/Haudenosaunee culture, values, traditions, and teachings into programming where applicable.
- Create training resources and participant packages.
- Schedule training sessions using approved training work plans.
- Develop outreach systems to distribute and promote scheduled training events / programs. Coordinate facilitators, training facilities, food, accommodations, travel, resources, participants, and other requirements.
- Ensure training sessions are documented with attendance sheets and evaluation forms.

- Review evaluations forms and modify or update training techniques or resources to address areas requiring improvement.
- Deliver training sessions using applicable curriculum and appropriate training methods and processes.
- Collaborate with other agencies and providers in coordinating and delivering training sessions.
- Recommend evidence-based improvements to training processes and develop strategies to address identified areas requiring improvement.
- Maintain service delivery standards.
- Maintain knowledge of industry training trends, techniques, and methodologies.
- Ensure ongoing professional development in personal training expertise and in training delivery methods.
- Demonstrate effective facilitation of a variety of structured learning activities, including small group work, large group discussions, experiential exercises.
- Proficient at keeping learners focused, on task and within established time frames while remaining responsive to group needs and concerns.
- Ability to create and maintain a comfortable and respectful participant-focused environment.

### **Administration and Reporting**

Complete administrative functions and reporting, adhering to Association policies, procedures, and relevant practices:

- Ensure confidentiality and safekeeping of all Association documents and records.
- Develop and maintain a detailed work plan of activities.
- Develop and maintain accurate, up-to-date, and concise work files.
- Prepare and deliver summary reports on training activities.
- Prepare and submit monthly reports, attendance records and travel expense claims.
- Work in compliance with Occupational Health and Safety Act and any other relevant legislation.
- Follow the Associations' human resources, finance and other policies and procedures in the performance of duties.

### **Other Duties**

- Participate in internal or external committees as required or assigned.
- Other duties as required and assigned.

### **Qualifications**

#### **Minimum Education**

- Post-Secondary Education with a focus on adult education/learning, education, or related field with experience.
- Demonstrated experience in developing curriculum and facilitating training to diverse adult learners.

- Three (3) years experience in a prevention services, child welfare or Indigenous Well-being role would be considered an asset.
- Experience working with First Nation, Inuit and Métis peoples, organizations, and communities with lived experience in culture and tradition as an Indigenous person in Canada.

### Minimum Experience

- Knowledge of the Child, Youth and Family Services Act and Ministry of Children and Youth Services, as well as clinical knowledge of social work theories, principles, and practices.
- Knowledge of the ANCFSAO Mission and Mandate.
- Awareness of ANCFSAO programs, services, and membership base.
- Thorough knowledge of Indigenous culture and values including awareness of the First Nation, Inuit and Métis Communities and Agencies we service.
- A solid understanding of and sensitivity to the experiences of First Nations and Indigenous peoples in Canada, and the impact of the legacy of Residential Schools and the Sixties Scoop upon them is essential.
- Knowledge of best practices in adult education principles and learning methods.

### To Apply

Please email the following items with the subject line, *“Trainer/Curriculum Writer Application”* to [HRgeneral@ancfsao.ca](mailto:HRgeneral@ancfsao.ca) :

- A Cover letter outlining why you are the most qualified candidate for this role including your experience working directly with First Nations, Inuit and Métis Peoples, Communities and Organizations.
- Resume (include 3 work related references).
- Incomplete Applications will not be considered.
- Only those selected will be contacted for an interview.

Please note that preference will be given to qualified First Nations and Indigenous applicants. **Please self-identify.** We welcome and encourage applications from people with disabilities. Accommodation is available on request from candidates taking part in all aspects of the selection process.

Our Agency is committed to an inclusive and barrier-free environment for all our candidates and employees. Should you at any time have an accessibility need or have any questions regarding the recruitment process and a full job description, please contact [HRgeneral@ancfsao.ca](mailto:HRgeneral@ancfsao.ca).

The deadline for application is October 2, 2023.