



LITERACY COORDINATOR NBAAKAAWIN KWE PROGRAM JOB DESCRIPTION

The Native Women's Resource Centre of Toronto (NWRCT) is home of Nbaakaawin Kwe Literacy and Basic Skills (LBS) program, which helps adults in Ontario to develop and apply communication, numeracy, interpersonal and digital skills to achieve their goals. The LBS program serves learners who have goals to successfully transition to employment, postsecondary, apprenticeship, secondary school, and increased independence. The program includes learners who may have a range of barriers to learning.

As part of the NWRCT team, the Literacy Coordinator will provide support to the LBS Program by assisting individuals in accessing five services that contribute to the successful completion of a learner plan. Service providers may focus on preparing learners for different goal paths but each learner, regardless of the focus of the service provider's programming, receives the same five services: Information and Referral, Assessment, Learner Plan Development, Training, and Follow-up.

QUALIFICATIONS

- Post-secondary diploma/degree in education, adult learning, etc. with a minimum three (3) years' work experience in community service education delivery or the equivalent
- Excellent written and verbal communication skills
- Strong facilitation and public speaking skills
- Experience in client advocacy with demonstrated experience providing services to Indigenous women
- Experience working with Indigenous Peoples and Communities
- Knowledge of Indigenous cultures, traditions, and family dynamics
- Proven analytical and problem solving skills
- Knowledge of and established relationships with other service agencies, ability to network and create/maintain these relationships
- Strong organizational/time management skills with an ability to plan ahead, define measurable objectives, outcomes and meet timelines
- Working knowledge of MS Office, internet, and general office equipment
- Current Police Record Check and Vulnerable Sector Screening are required
- First Aid and CPR certifications are an asset

RESPONSIBILITIES

- Complete client intake form by screening, obtaining information, documenting referral services and scheduling appointments as mandated by the LBS eligibility requirements

- Conduct an individual needs assessment and learning plan for each client; administer appropriate milestone assessments, and determine transition readiness based on assessment outcomes
- Provide opportunities to learners for self-reflection and self-evaluation
- Work with clients to create and identify realistic and achievable learner plans with key milestones and goal completion
- Identify, create, adapt, and conduct daily programming activities by incorporating effective learning tools and supports such as digital technology
- Recruit, orient, enlist and monitor the assistance of tutors, students, and volunteers in the implementation of programming including scheduling and updates on the development of the Learners
- Conduct follow-up survey with exited learners at 3, 6, and 12- month intervals
- Monitor and record client information database management: create, update, store and report information for program accountability and administrative purposes using paper files in compliance with MAESD requirements
- Participate in the promotion/outreach of the Nbaakaawin Kwe Learning Program and other literacy initiatives, as required
- Take responsibility to increase sensitivity, awareness, and implementation of cultural teachings and organizational practices in a professional manner
- Support and work towards the overall aims and objectives of the NWRCT
- Empower women to articulate their needs and goals and to advocate for themselves
- Ability to work as a team and within the organization framework including staff meetings, professional development opportunities, team building, and self-care
- Carry out other duties which may be necessary from time to time, as required

ADMINISTRATIVE DUTIES

- Complete reports monthly, quarterly, and annually, e.g. client files, programming statistics, and monthly work plan, and submit on or before due date
- Maintain accurate, current client listing, case notes, and client files
- Collect, maintain and share a current inventory list of drop-in supplies and materials
- Effectively organize and update the calendar of events
- Assist with program budget expenditures, coordinate and prepare necessary paperwork with adequacy and reasonability
- Assist with other program workshop preparation and monitoring, as required

STANDARDS OF PERFORMANCE

- Adhere to policies, procedures and best practice as set by the NWRCT, and applicable funder mandated policies and procedures
- Ability to create and maintain a confidential, welcoming, friendly and safe environment

*The **Literacy Coordinator** will be directly accountable to the Program Manager or designate for the proper completion of the functions outlined in the job description.*

Please provide a cover letter and resume to:

Cathi Porciello, Program Manager at programmanager@nwrc.ca

APPLICATION DEADLINE UNTIL FILLED

NWRC's opportunity for employment is non-discriminatory and in compliance with the provisions of the Ontario Human Rights Code and the City of Toronto's Anti-discrimination Clause.