



## **Education Assistant**

### **EMPLOYMENT OPPORTUNITY**

Part-Time-Contract

The Native Women's Resource Centre of Toronto (NWRC) is an Aboriginal community-based organization dedicated to providing resources and support to urban Aboriginal women and their families. Our work helps to build the self-sufficiency of Aboriginal women and build our collective capacity to make positive changes in our community.

The education assistant will provide support to the Education Program and Education coordinator by assisting individuals in accessing 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, receives the same services Information and Referral, Assessment, Learner Plan Development, Training, and Follow-up.

## **QUALIFICATIONS and SKILLS**

- Post-secondary diploma/degree in education, adult learning, etc. with a minimum three (3) years' work experience in a community service education delivery or the equivalent
- Excellent written and verbal communication skills
- Experience or exposure to Employment Ontario Information System (**EOIS**) Case Management System (CaMS)
- 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 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
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- Strong organizational/time management skills with an ability to plan ahead, define measurable objectives, outcomes and meet timelines

## **RESPONSIBILITIES**

- To develop learning activities geared toward Native learners, with information relevant to their lives, interests and to encourage their progress
- To maintain Learner/client records which meet and abide by N.W.R.C. and funding agencies' policies and procedures
- To assist clients with referral to resources and information
- To develop short-term Literacy program activities
- Data entry and record maintenance
- To assist in maintaining statistical information required by funding agency
- To provide Learners/clients with English, math and basic computer skills
- To facilitate the learning activities, in the appropriate formats, as directed by the learner and funding requirements (i.e. circles, assessment, individualized training plans, workshops, etc.)
- Maintain Program database
- Discuss Learner/Client progress with the Coordinator
- Report concerns and issues to the Coordinator
- To provide administrative support to the Literacy program and coordinator 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 practices 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 **Education Assistant** 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: Natalie Spence, Program Manager at [programmanager@nwrct.ca](mailto:programmanager@nwrct.ca)

**APPLICATION DEADLINE: Jan 10<sup>th</sup> 2020**

Due to the nature of the organization's culturally based social services, NWRCT encourages applications from Indigenous women (Section 24 (1) (a), Special Employment, Ontario Human Rights Code).