


**COORDINATOR OF TRAINING & LEARNING INITIATIVES  
JOB DESCRIPTION**

	<b>Department</b>	<b>Quality Assurance</b>
	<b>Immediate Supervisor</b>	<b>Quality Assurance Manager</b>
	<b>Location</b>	<b>Wikwemikong/ Sudbury</b>
	<b>Salary Range</b>	<b>To be determined</b>

**General Description**

Reporting to the Quality Assurance Manager, the Coordinator of Training & Learning Initiatives provides progressive leadership and expertise to Kina Gbezhgomi Child and Family Services (KGCFS) in all aspects of training, including: program development and delivery, program support, agency-based curriculum development, community support, research, and reporting.

**Job Purpose**

The Coordinator of Training and Learning Initiatives is primarily responsible for the development and delivery of a wide range of training programs, including background research in various fields of knowledge. This person is also responsible for coordinating training efforts with the long- and short-term strategic planning of the agency.

**Primary Duties and Responsibilities:** The Coordinator of Training and Learning Initiatives will deliver the following duties and responsibilities in a manner that is consistent and cognizant of the KGCFS philosophy and local Anishinabek customs and traditions:

***Program Development and Delivery***

- Develop in house training with Senior Management team, services teams, youth and other agency-based forums with community partners and coordinate delivery.
- Ensure training programs are delivered with excellence and conform to provincial standards and the Agency philosophy and mandate.
- Coordinate Ontario Association of Children’s Aid Societies (OACAS) training and maintain the agency-based inventory and database systems.
- Collaborate with Human Resources and Senior Management relative to implementing Agency based training plans and learning initiatives based upon performance goals and objectives, in addition to development of and monitoring of employee orientation and training and mentoring achievement of learning objectives.
- Provide support with the required Service Manager/s relative to team identified training requirements.
- Design, conduct and/or coordinate the delivery of training programs from a variety of resources
- Research evaluate and coordinate with consultants and trainers to meet training needs as appropriate.
- Facilitate training programs as appropriate whether agency based, or programs trained in facilitating.
- Develop annual Agency training plan and budget and communicate the plan through a comprehensive Training Calendar and monitor the plan and expenditures monthly with completion of quarterly reports.
- Maintain the full agency training database along with completing agency-based confirmation of training, certificates based upon attendance and acknowledgment of training attendance.
- Develop methods, procedures and systems to support learning initiatives and programs
- Evaluate and measure the effectiveness of training and development programs

### ***Community Support***

- Provide support with the required Service Manager relative to the coordination of training with the First Nation Child Welfare teams and involvement in provincial OACAS and Indigenous based initiatives
- Coordinate agency information presentations and lead the planning and coordination of agency events, conferences, special events etc.
- Participate in provincial learning and training forums such as ANCFSAO and OACAS and delivery and communicate this knowledge and training at the agency-based level through the Senior Management team
- Maintain monthly reports of community-based interactions and delivering of agency presentations and attendance at community events relative to monthly reporting
- Coordinate training and oversight relative to the implementation of a fund-raising campaign through the agency's charitable status to build a donor base working with the Senior management team
- Primary liaison for KGCFSS to Coordinate community events with community partners.

### ***Program Support***

- Serve as a resource to the senior management team and participates in regular senior management team meetings as required by providing training expertise and perspective on wide variety of issues
- Work with various supervisors and their departments to understand any issues and collaboratively develops training solutions
- Assists in the design, development and delivery of workshops in the community
- Develop agency-based training curriculum as required and review curriculum relative to coordinate of training
- Complete proposals for service and program funding with feedback from the executive management team
- Attend and participate as a team member in staff meetings, seminars and training sessions
- Attend departmental team meetings as a training resource, as required
- Perform other duties, as required, assigned by the Director of Corporate Services

### ***Training and Learning Initiatives***

- Maintain high level of knowledge and expertise in area of training and adult education, understanding the implications that training delivery have on service provision
- Act as a resource to supervisors of service departments and help to inform their decision-making from an adult education perspective
- Complete agency-based proposals for additional funding and assist with the development of agency-based service operational planning and monitoring

### ***Reporting***

- Complete monthly, quarterly and annual reports to the Director of Corporate Services and/or as required
- Complete and present various training reports to Senior Management as required
- Complete annual Training plan and budget to the Director of Corporate Services
- Track and maintain statistical data from annual training activities by staff, foster parents and community members

## **Qualifications**

### ***Education***

- University degree or college diploma (two year minimum) in a field related to Human Resources, Education or Social Work. However, other combinations of skills, education and experience that are relevant may be considered.

### ***Professional designation***

- Experience essential in development of training curriculum and coordination of delivery and learning strategies
- Training certification in relation to the social services and child welfare field is an asset.

### ***Work Experience***

- A minimum of two years experience in the design, delivery and evaluation of education, training and/or development programs

### ***Knowledge, skills and abilities***

- Strong ability to motivate and empower participants through presentation sessions
- Superior presentation and public speaking skills
- Broad knowledge of the Child, Youth and Family Services Act
- Understanding and awareness of Aboriginal Child Welfare sector is preferred
- Ability to manage multiple projects and tasks simultaneously, with strong time and project management skills
- Knowledge of the Kina Gbezhgomi Child and Family Services mission and values
- Strong communication skills, including written, verbal, and presentation
- Proficient interpersonal skills, including conflict resolution, collaboration, facilitation, negotiation, and team building
- Ability to work well with other managers from a wide range of department areas
- Ability to work flexible hours as required
- Knowledge of KGCFCS member First Nation communities as well as the local customs and traditions
- Must possess a valid driver's license, access to a vehicle, and be willing to travel
- Must provide a clear Criminal Records Check and Driver's Abstract; and
- Ability to speak Anishinabemowin is preferred and is a definite asset.

### ***Proficiency in the use of computer programs for:***

- Word processing – MS Word, Power Point, Publisher, Excel, Access
- E-mail - MS Outlook
- Internet Explorer

### ***Working Conditions***

- Coordinator of Training and Learning Initiatives works in an office environment
- Coordinator of Training and Learning Initiatives usually works a standard work week; however, the ability to work flexible hours may be required. The position may require working some overtime hours as needed .
- Must provide a current, clear criminal reference check (CPIC) & vulnerable sector screening (VSS).
- Given the traditional practices of the Anishinabek, from time to time, exposure to wood smoke and the burning of sacred medicines, including tobacco, sweet grass, sage or cedar, may occur within the work setting.