PURPOSE AND SUMMARY

Under the direction of the Assistant Director of Child Welfare, the Child Welfare Training Coordinator is responsible to deliver Child Welfare training modules to staff, review/recommend revision of curricula and co-train with new sessional trainers during their trainer development process. The Child Welfare Training Coordinator serves as a trainer in a variety of capacities in the organization including in the classroom, web-based group discussions and supporting learners engaged in self-study.

DUTIES AND RESPONSIBILITIES

1. **Service Responsibilities**

Under the direction of the Assistant Director of Child Welfare, the Child Welfare Training Coordinator is responsible for:

a. delivering modules as approved in any or all of the Ontario Child Welfare Curriculum, authorized or manager training series; serving as a trainer in a variety of capacities; in the classroom, on a web-based discussion group or chat group, supporting learners engaged in self-study, etc.;

b. reviewing and recommending revision of curricula in areas of professional expertise, in consultation with the Assistant Director of Child Welfare;

c. co-training with new sessional trainers during their trainer development process;

d. assisting other professional staff in observing trainer candidates and making recommendations for approval;
e. participating and occasionally assisting in delivery of trainer development sessions;

f. working collaboratively with Dilico Mental Health and Health Services in addressing the learning/training needs of staff, and developing and delivering training in response to needs identified by other Dilico services and First Nation communities;

g. travelling to Dilico district offices and the Robinson Superior First Nations communities to deliver training needs identified;

h. performs other tasks and assignments as requested or required by the Assistant Director of Child Welfare;

i. consulting with other trainers and/or co-training in joint CAS/Police and CAS/VAW training programs as well as FSW programs;

j. maintaining regular communication with Provincial Registrar and Field Training Specialists about training needs, feedback about training sessions and training facilities;

k. maintaining service delivery standards as defined in the contract and developing skills as indicated by feedback;

l. maintaining ongoing professional development in areas related to personal training expertise, as well as in the area of adult education and training delivery in general;

m. contributing to the development of the program goals and objectives, budgetary requirements, work plans, policy options and administrative systems and procedures;

n. participating in meetings related to the training program; ensuring implementation of appropriate follow-up activities from decisions made in meetings;

o. works in a safe manner in accordance with the Agency’s health and safety policies and procedures and all relevant legislation;

p. cover for program colleagues in their absence;

q. delivery of service is completed in a safe manager and exhibits good judgment and problem solving skills;

r. ensure the Assistant Director of Child Welfare or designate is apprised of any health and safety issues in performance of his/her duties in a timely fashion.

2. **Organizational Responsibilities**

As a representative of Dilico, the Employee is responsible for:

a. reflecting and interpreting the Agency Vision, Mission and Core Values in his/her own work with enthusiasm and commitment;
b. acting in accordance with relevant legislation and Agency Policies, Standards and Procedures;

c. proposing changes within Dilico that would improve the quality of service to Anishinabek children, families and communities;

d. understanding policy and procedures on employee rights, employment equity, access to information, privacy, safety and health - with respect to these policies, knowing the rights and obligations of employees;

e. understanding the legislative and conceptual basis, policies and systems for financial, human resources and administrative management;

f. knowing the relationship of the services of his/her own program to other Agency programs and to the Agency Mission and strategic direction;

g. developing and maintaining respectful, cooperative working relationships to contribute to the integrated, seamless delivery of services to Anishinabek children, families and communities;

h. understanding his/her role and responsibility in maintaining a safe workplace and reducing workplace injuries;

f. applying Anishinabek culture, values, traditions and teachings into programming where possible;

g. ensuring accuracy, confidentiality and safekeeping of agency records;

h. participating constructively in the supervision process with the Assistant Director of Child Welfare.

QUALIFICATIONS

I. Education

A four-year HBSW with a specialization in Indigenous Learning is preferred. A BA in a related discipline with a combination of work related experience in Anishinabek child welfare. Human Services diploma with a combination of extensive work related experience in Anishinabek child welfare may be considered. Candidates without the specific education qualifications, but who possess an appropriate combination of child welfare experience and other academic qualifications will also be considered.

2. Work Experience

a. knowledge of Anishinabek Model of Child Welfare services delivery;

b. experience in Anishinabek Child Welfare services;

c. knowledge of social work theory and practice;
d. expertise in application of adult education principles and methods, group facilitation, consensus building and consultation;

e. experience in delivering training programs to meet the needs of diverse adult participant groups.

3. **Skills/Abilities**

   a. excellent written and oral communication skills, sufficient to conduct training programs, facilitate groups; make presentations; consult with other members of the training services team, and write/revise curricula in areas of personal expertise;

   b. ability to follow direction and work independently as may be required;

   c. good knowledge of the Anishinabek culture and issues affecting Anishinabek children, families and communities in the Robinson Superior Treaty Area;

   d. ability to understand and/or speak an Anishinabek language would be considered an asset;

   e. ability to work within a multi-service Agency and Child Welfare Team;

   f. ability to liaise with other community and Anishinabek provincial training partners and social service agencies;

   g. ability to work effectively under pressure;

   h. ability to collaborate with Robinson Superior First Nation community members and other resource persons and facilitate planning and action;

   i. adaptability and problem-solving capability to make on-site adjustments as needed and within the approval content and/or process;

   j. good planning, organization, decision-making, interpersonal and liaison skills;

   k. ability to collaborate with other resource persons and facilitate planning and action;

   l. ability to work as an integral member of a team;

   m. ability to maintain confidentiality;

   n. ability to work within the policies, standards, procedures and the vision, mission and core values of Dilico Anishinabek Family Care.
CONDITIONS OF EMPLOYMENT

a. satisfactory Criminal Records Search;
b. required to work flexible hours, travel regularly and to act on an “on-call” basis as determined by the respective Manager in relation to service requirements;
c. must possess a Class “G” Driver’s Licence and have access to a personal vehicle which will pass a safety check.

NOTE: This job description is not intended to be all-inclusive. The employee may perform other related duties as required to meet the ongoing needs of the organization.