Ontario Federation of Indigenous Friendship Centres

JOB POSTING

Trainer

The OFIFC is an award winning leader in culture-based management providing innovative research, policy, training and community development to 29 Friendship Centres and other urban Indigenous service providers across Ontario. Located in downtown Toronto, the OFIFC engages all levels of government and mainstream agencies.

OFIFC is a purpose-driven organisation which offers unique and challenging work. A rewarding and enriching career awaits if you are skilled at critical thinking, building relationships, take personal accountability for getting things done and enjoy working as part of a team to collaboratively solve problems.

Responsibilities:
Working as part of a team in a fast paced environment where the main responsibility is to ensure the effectiveness and stability of programs within workgroup through effective liaison, training and field support with local Friendship Centre/ Delivery Sites.  

A job description is attached.

Qualifications:

- Strong knowledge and sensitivity to Indigenous issues, communities, values, traditions, cultural norms and practices including medicines and the teachings, Indigenous history of Canada, Truth and Reconciliation of Canada Report and Recommendations;
- Post-secondary education in Social Science, or related discipline combined with 3 – 5 years’ experience in program management;
- Minimum 1 year experience in delivering as a participant driven trainer;
- Experience working within an Aboriginal community;
- Knowledge of training development;
- Ability to provide training and facilitation for groups of up to 50+;
- Proven ability in program management with strong knowledge in culture based program design and evaluation;
- Strong listening, oral and written communication skills; and
- Criminal Reference Clearance (CPIC) and Vulnerable Sector Clearance are requirements of the employment offer.

Contact Information:
If you are interested in qualifying in this role that offers an exceptional compensation package, please send your resume and cover letter to:

Ontario Federation of Indigenous Friendship Centres            Human Resources
219 Front Street East, Toronto, ON M5A 1E8             Phone:416.956.7575
Website: www.ofifc.org                Email: hr@ofifc.org

Date Posted: 10/23/2020          Posting Deadline: Until Filled
**VISION**

**Primary Objective:**
To ensure the effectiveness and stability of various OFIFC training efforts through assessment, design, delivery and evaluation to support Friendship Centres urban Indigenous communities.

**KNOWLEDGE**

**Core Competencies:**

- **Culture** - Takes personal responsibility to increase sensitivity, awareness and implementation of OFIFC’s Neha (bundle) including foundational teachings and organisational practices in both professional conduct and work-related deliverables.

- **Accountability** - Takes personal ownership and responsibility for the quality and timeliness of work commitments.

- **Critical Thinking** - Applies systematic, logical reasoning when addressing problems or situations in order to arrive at an appropriate solution or outcome.

- **Building Relationships and Strategic Partnerships** - Builds, develops and sustains business relationships / strategic partnerships that are mutually beneficial, reciprocal and grounded in trust and respect. It is recognising we are all interdependent and working towards the common good of the organisation.

- **Results Orientation** - Accomplishes established goals, delivers the outcomes required and achieves the results. It includes the efficient and effective use of all resources (time, financial, people and technology).

- **Teamwork and Collaboration** - Works collaboratively with others and addresses conflict in a win-win productive manner. This includes a mindset of sharing with others whether it is knowledge, recognition, information and skills. Working towards a common purpose for the good of OFIFC and the communities of people it serves.

- **Communication** - Effectively delivers information in a transparent, honest and clear manner. It includes actively listening, comprehending and responding appropriately when interacting with people. It is about being respectful when expressing opinions and points of view.
Technical Competencies:
- Knowledge of training and curriculum development and design
- Ability to provide training and facilitation for groups
- Proven ability to manage group dynamics
- Strong knowledge and sensitivity to Indigenous issues, communities, values, traditions, cultural norms and practices.
- Awareness of trauma-informed approaches within an Indigenous cultural context

Behavioural Competencies:
- Interpersonal Skills  Trauma Informed Lens
- Analytical Thinking  Problem Solving/Analysis

Education/Work Experience:
- Post-secondary education in Social Science, or related discipline combined with 3 – 5 years’ of instructional or training facilitation experience
- Minimum 1 year experience as a participant driven trainer
- Experience working within an Indigenous community

**REASON**

**Work Environment:**
Works in a safe and suitable office environment faced with simultaneous and tight deadlines. Required to stand for longer than normal periods to deliver training and facilitate workshops.

**Working Hours:**
Works a flexible 40 hour work week. Travel to Friendship Centres/Delivery Sites/travel venues on average 4 days per month for the purposes of training and co-training.

**ACTION**

**Scope:**
To provide curriculum development and training activities ensuring projects and initiatives are aligned with OFIFC’s long-range strategic plan.
- Supports the Friendship Centres in training.

**Key Contacts/Relationships:**

**Internal**
Primarily communicates with the Training Director, training workgroup, Researchers, Program Support and Policy Analysts for the purposes of exchanging and sharing of information, integrating and collaborating.

**External**
Communicates with Friendship Centres/Delivery Sites, workshop participants and consultants for the purposes of sharing project information, reporting on project, providing feedback and collaborating.
Key Responsibilities:

Training – (Assessment, Evaluation, Development, Design, Delivery and Implementation) (75%)
- Contributes to OFIFC Training Initiative through delivery, evaluation of learner development and participation in training evaluation;
- Contributes to the development of training and promotional materials, including curriculum/curricula and training resource materials;
- Maintains the training skills and abilities to deliver specialised training sessions as assigned;
- Works collaboratively with co-trainer(s) to review, revise and prep for upcoming training and curriculum revisions;
- Delivers and understands OFIFC training approaches through a trauma informed lens;
- Facilitates learning through a variety of delivery methods and delivers accommodating learning approaches;
- Handles logistics for training activities including on site management, materials and equipment;
- Analyses the effectiveness of internal approaches to adult education through systematic reflection governed by OFIFC cultural values, established metrics and standardised benchmarks;
- Develops training modules, materials, courses, processes, evaluations and supportive resources for Trainers, Friendship Centre employees and external parties as requested.
- Ensures consistency in assessing performance and ensures all the sessions have an evaluation component which summarises the learner’s experience, as part of the training/workshop records.

Program Support (20%):
- Provides a multitude of culture based training supports to Friendship Centres based upon communicated needs, identified action items and an analysis of current issues;
- Promotes internal integration, professional development and the establishment of local partnerships in support of enhanced program service delivery to urban Indigenous populations;

Other (5%):
- Collaborates with Program Support, Research and Policy on training and program initiatives development;
- Maintains and upgrades professional skills;
- Promotes a healthy, safe work environment; and
- Performs other duties, related to the position, as assigned by the Executive Director or designate.

By signing this document, I acknowledge that I have read, understand and agree to the above description related to my position at the Ontario Federation of Indigenous Friendship Centres (OFIFC).

<table>
<thead>
<tr>
<th>Employee’s Name:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee’s Signature:</td>
<td>Date:</td>
</tr>
</tbody>
</table>