

JOB DESCRIPTION

JOB TITLE	Employment Services Trainer
DEPARTMENT / PROGRAM AREA	Social Services
REPORTING TO	Supervisor of Employment and Client Outcomes
LOCATION	North Bay
WEEKLY HOURS OF WORK	35
SALARY GRADE	Band 7
DATE	August 2015

GENERAL PURPOSE

[Description of the purpose of the position, why does it exist what are key responsibilities?]

Reporting to the Supervisor of Employment and Client Outcomes, the Employment Services Trainer is an internal lead in the development, dynamic delivery and implementation of client training initiatives that support client career development, coordination and design of the Site Ready Training environment, and professional development training for Ontario Works staff. Through a consultative process, the Employment Services Trainer applies adult learning expertise to the planning, design and delivery of a variety of training programs, educational activities and related career development resources to meet staff, client and stakeholder training needs across the district. The Employment Services Trainer will have an extensive background in career development and be knowledgeable in cutting edge career resources and labour market information. Responsibilities include curriculum development for the Site Ready Training program, materials design and delivery, and ensuring consistent standards for learning and knowledge transfer for all learners. This position will provide employment training to staff in job search techniques, referral skills, career resources and labour market information.

KEY ACTIVITIES

[Name and list under each the key activities of the position and percentage estimate of time for each section.]

<p>Marketing / Consultation</p> <ul style="list-style-type: none"> • Consults with staff, stakeholder and clients to determine training needs and requirements; • Anticipates future training needs and resources and participates in the strategic planning for new initiatives and to establish priorities for curriculum and program revision and development; • Prepare marketing material to promote DNSSAB's employment services 	30%
<p>Training and Development</p> <ul style="list-style-type: none"> • Leads or contributes to the planning of educational projects and initiatives by researching, recommending and determining curriculum, learning resources and best methods for delivering training, including the delivery format/software for web-based learning/e-learning solutions; • Uses adult learning principles and incorporates a planning and evaluation process to meet the identified training needs of clients; • Creates and delivers dynamic innovative learning programs and products related to the business needs by applying instructional design and adult learning principles and strategies that align with selected competencies and proficiency levels; • Provides employment training for staff; • Develops and updates training methodologies, material, and course content, tools and products to ensure quality and consistency of course content; • Provides technical adult education expertise and guidance to staff in the development of district-wide training initiatives; • Converts existing learning resources/content into web-based learning format, and collaborates with staff to publish web-based learning and ensure required functionality and user access. (Satellite location support) 	55%
<p>Reporting and Administrative Tasks</p> <ul style="list-style-type: none"> • Data collection and preparing reports on Site Ready Training programs; • Develops and implements evaluation processes and creates assessment activities and tools to identify areas of strength and weakness, and ensure training and professional development approaches are effective and achieve desired results. 	10%
<p>Other Duties</p> <ul style="list-style-type: none"> • Participating in team meetings and training events as required for the development of employment planning; • Attending Community meetings as required and effectively interacting with community partners. 	5%
<p>As a DNSSAB employee, the position is responsible for creating, maintaining and actively participating in a respectful workplace, that is free of all forms of harassment, discrimination and violence.</p>	

QUALIFICATIONS

- Post-Secondary Diploma or certification in adult education or related field; marketing or human resources; or related field or an acceptable combination of education and experience practical experience developing and delivering training to adults;
- Completion of a learning and development certification such as Certified Training Practitioner (CTP) or Certified Training and Development Professional (CTDP) is considered an asset;
- Three (3) years previous experience in employment services and/or career counselling;
- Demonstrated analytical skills and ability to develop sound recommendations;
- Demonstrated ability to facilitate decision-making groups and to develop and deliver training sessions;
- Applied knowledge of adult education theory, principles and practices;
- Ability to motivate and empower learners both group and individual environment;
- Demonstrated ability to work effectively with clients, front line staff and management;
- Excellent written and oral communications skills, including facilitation, presentation and editing skills to write, edit, and present a range of educational and training materials;
- Proficiency in the use of Microsoft Office applications for report writing, data analysis, Micro soft programs and presentations;
- Respect of confidentiality;
- Ability to work independently and function well in a team environment;
- Must possess a valid Ontario Driver's License and have a vehicle available for use on the job.

COMPENSABLE FACTORS

KNOWLEDGE

[This subfactor measures the general knowledge and specialized or vocational training necessary to perform the job duties in a satisfactory manner and has no relationship to the academic achievement of an employee. The degree levels are normally expressed in terms of formal education or equivalent. Similar levels of achievement can be obtained through related experience, courses or self-improvement.]

Undergraduate level (College) – Two years or equivalent.

EXPERIENCE

[Should be considered when the degrees of knowledge are established. It serves as a scale of measurement for the amount of practical experience that an average individual having the appropriate theoretical knowledge, specific education and specialized training, would require to be able to perform the job duties.]

Three (3) years.

JUDGEMENT

[Measures the choice of action required in applying methods, procedures, or policies to complete the tasks.]

The job requires that changes be recommended to established methods or procedures. Work involves a choice of methods or procedures or sequence.

MENTAL EFFORT

[Measures the period of time wherein mental, visual and/or aural attentiveness is required on the job. Both the frequency and duration of the effort are to be considered.]

Continuous periods of intermediate duration.

PHYSICAL ACTIVITY

[Measures the physical activity by the type and duration required to perform the duties.]

Medium activity of intermediate duration.

DEXTERITY

[Measures the level of dexterity required by a job. The levels of manual dexterity are determined by considering the elements of speed and/or accurate hand/eye (or hand/foot) coordination. Movements can be either fine or coarse.]

Employee is required to perform tasks that demand the accurate co-ordination of coarse movements, where speed is a secondary consideration.

ACCOUNTABILITY

[Measures the effect of actions on others and covers the relationship between the nature of the work, the loss of time and resources and the effect of the work.]

Actions could result in a serious loss of time or resources, or cause significant embarrassment within the organization and have limited impact on its public image.

SAFETY OF OTHERS

[Measures the degree of care required to prevent injury or harm to others.]

Some degree of care required to prevent injury or harm to others.

SUPERVISION

[Measures the extent to which an employee is required to supervise the work of others such as students, employees (full-time, part-time, casual, etc.) of the employer, employees of other organizations.]

Supervisory responsibility is not normally part of the job requirement, but there may be a requirement to show others how to perform tasks or duties.

CONTACTS

[Measures the contacts necessary in communicating with others, be they fellow workers or members of the public. These communications may be in writing, or oral, including sign language, and carrying varying degrees of responsibility for the handling of contacts tactfully and harmoniously.]

Persuasive diplomacy required when either recommending, discussing to clarify information, or negotiating matters with others.

WORKING CONDITIONS

[Measures the type and frequency of disagreeable conditions under which an employee is required to carry out the job duties.]

Minor conditions of frequent exposure; major conditions of occasional exposure.