



Position: Literacy Instructor

Circulation Level: Level II

Hours of Work: 32 hours per week

Tentative Start Date: July 2, 2018

Accountability: Literacy Coordinator

Employment Status: 6 month term contract

Preferences: MFN Band Member or those of Aboriginal Descent

The Literacy Instructor will perform the following key functions:

- Assess learners and develop appropriate training plans to meet learners' needs as specified by Ministry of Training Colleges and Universities (MTCU)
- Instruct learners in a group setting and/or one-on-one
- Assist with curriculum and lesson plan development and ensure appropriate curriculum suitable for Aboriginal Adult Learners
- Maintain and update learner files
- Create and facilitate opportunities for learners to develop and practice team building & leadership skills
- Promote the Literacy program within the community through brochures and weekly flyers
- Provide accurate information to potential learners inquiring about the Literacy program
- Organize and coordinate culturally appropriate workshops
- Organize and implement fund-raising activities
- Conduct research pertaining to Literacy programming
- Responsible for basic filing of office documents, answering emails and faxing
- Complete and submit monthly reports and annual work plan
- Work cooperatively with the Education Team and other First Nation programs

The successful candidate will possess the following qualifications, skills, experiences, and attributes:

- Willing to enrol in the Teachers of Adults – Literacy Educator Certificate Program/Sault College(which must be completed outside of work hours)
- Minimum Grade 12 Diploma
- Minimum 2 year of experience working directly with Aboriginal people
- Must be in good health and able to pass a medical examination if required.
- Able to provide a Vulnerable Sector Check
- Knowledge of Ojibway Culture considered an asset
- Knowledge of Occupational Health and Safety Act as it applied to the worker
- Knowledge of the Workplace Hazardous Information Management System
- *Skills include:* Team building; decision making; problem solving; effective verbal and listening communication sk; time management; and, ability to work with little or no supervision.
- *Attributes include:* honest and trustworthy; respectful; possess cultural awareness and sensitivity; flexible; and, be able to demonstrate sound work ethics.

This position will be based out of the Literacy Center located Mississauga First Nation and Serpent River First Nation.

There is no compensation for travel.

*TO APPLY: Customize your cover letter and resume to the duties, experience, expectations and qualification listed on the job ad. Using concrete examples, you must show how you demonstrated the requirements for this job. We rely on the information you provide to us in your application during screening. **Successful candidates who receive interviews must provide copies of their education qualifications and certifications at the time of interview.** Please note that all interviews will be **in person**. If you would like a copy of the full job description and/or are interested in applying you may submit your covering letter, resume and three (3) work related references to:*

Mississauga First Nation
P.O. Box 1299 Blind River, Ontario P0R1B0
Attn: Rita Chiblow, HR Advisor
Marked: **CONFIDENTIAL**
EMAIL: ritac@mississaugi.com **FAX:** 705-356-1740
Deadline: Friday, June 22, 2018 at 4:00 pm

Thank you to all applicants; however, only those selected for an interview will be contacted.