



Ontario Federation of Indigenous Friendship Centres Job Description

Position Title:	Trainer		
Grade:	5	Created:	December 2016
Workgroup:	Training	Approved:	June 2018
Supervision:	Employed by the OFIFC, responsible to the policies and directions as determined by the Board of Directors and under the direct supervision of the Executive Director, or designate. Daily supervision is designated to the Training Director.		

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:

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

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. The job may require regular long distance and/or frequent local travel. Travel may be urgent and/or on short notice.

ACTION**Scope:**

To provide curriculum development and training activities ensuring projects and initiatives are aligned with OFIFC's long-range strategic plan.

- Provides training to Friendship Centres

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;
- Analyses the effectiveness of internal approaches to 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).

Employee’s Name:			
Employee’s Signature:		Date:	