

United Native Friendship Centre Job Description

Position Title: Literacy Assistant	Date Created: April 23, 2018
Workgroup: Employment, Education & Youth	Date Approved:

Supervision: Employed by the United Native Friendship Centre, responsible to the practices and directions as determined by the Board of Directors, under the direct supervision of the Executive Director. Daily supervision is designated to the Employment, Education and Youth Lead.

Vision: Responsible for meeting the goals and objectives of the United Native Friendship Centre Literacy program to ensure the development of high quality, culturally relevant programming.

Core Competencies

Culture: Take personal responsibility to increase sensitivity, awareness and implementation of the United Native Friendship Centre's organizational practices in both professional conduct and work related deliverables.

Accountability: Takes personal ownership and responsibility for the quality and timelines of work commitments.

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

Building Relationships/Strategic Partnerships: Builds, develops and sustains relationships and partnerships that are mutually beneficial for the United Native Friendship Centre.

Results Orientation:

- Accomplishes established goals
- Delivers the outcomes required and achieved results including the efficient and effective use of all resources which includes time, people, technology and financial
- Ability to meet deadlines

Teamwork and Collaboration: Works collaboratively with others. Ability to share knowledge, skills and information, working towards a common purpose for the good of the United Native Friendship Centre and the people it serves.

Communication: Effectively delivers information in a transparent, honest and clear manner that includes active listening, comprehending and responding appropriately

when interacting with people. Its about being respectful when expressing opinions and points of view.

Technical Competencies: Knowledge of practices and systems, records management, proficiency in Microsoft Office, proven organizational and time management skills, communication skills, analytical problem solving and trouble shooting skills.

Behavioral Competencies: Ability to follow the United Native Friendship Centre Code of Ethics, team player, flexibility, dependability, planning and organizing.

Educational/Work Experience:

- Proven skills and experience with adult education programs
- Two-years work experience
- Excellent written and oral English skills
- Knowledge of Anishinaabe culture is an asset
- Must be able to work evening/weekends when required
- Working knowledge of computers required
- An education/teaching/tutoring background
- Ability to meet deadlines

Work Environment: Works in a safe and suitable office area while meeting with people and other employees on a regular basis with some interruptions.

Working Hours: Works 20 hours/week with some evenings and weekends as required. Must be flexible.

Key Contacts/Relationships: Primarily communicates with learners and Literacy Worker.

Key Responsibilities (75%)

- Maintain knowledge of LBS guidelines
- Teaching and tutoring one-to-one or small group settings
- In-service workshops
- Develop learning materials to suit learners' needs
- Coordinate presentations and workshops
- Maintain confidentiality of learner/program information
- Record daily statistics
- Working with the Literacy Worker to discuss training plans and milestone delivery based on client assessments
- Provide computer literacy
- Support full-time Literacy Worker in business plan

Office Administration (20%)

- Follow up with clients at 3 months, 6 months and 1 year
- Input data to CAB system
- File maintenance
- Phone inquiries
- Training plan development for individual learners

Other (5%)

- Promotes a healthy, safe work environment
- Maintains and upgrades professional skills
- Performs other duties as assigned by the Executive Director or designated Lead.

Standards of Performance/Evaluation

The position will be evaluated after 3 months and on an annual basis thereafter. It will be based on the following:

- Achievement of functions as outlined in the core competencies and job specifications
- Adherence to the Personnel Policy and Code of Conduct
- Neat, clean appearance
- Pleasant, cooperative manner in all relations
- Communication and ability to meet deadlines
- Independence and creativity in carrying out activities, decision making and developing new ideas.

Cause for Dismissal

- Unauthorized absence from work
- Criminal conviction during employment
- Theft or misappropriation of funds
- Insubordination
- Failure to maintain confidentiality
- Drinking and/or illicit use of drugs
- Inability to carry out job responsibilities
- Dishonesty in time worked, reporting expenses or statistical information
- Violence in the workplace.