

## Job Description

### LEARNING COACH/INSTRUCTOR

<b>Job Title</b>	<i>Workplace Essential Skills (WES) Learning Coach/Instructor</i>
<b>Reports to</b>	<i>WES Program Coordinator</i>
<b>Start Date</b>	<i>October 12, 2021</i>
<b>End Date</b>	<i>April 8, 2022</i>

#### Job Purpose

Workplace Essential Skills (WES) Lennox Program aims to help adults who are members of the Lennox Island First Nation and who are underemployed or seeking employment and require additional essential skills to succeed. WES training uses a blended model of group activities related to improving workplace competencies along with learning plans individualized to fit each participants' career and educational needs. Group activities are based on essential skills needed in the workplace (see Skills for Success by the Government of Canada), social emotional or employability skills highly sought after by employers for today's workforce, and emerging ideas from learners' discussions and teachable moments in classroom. Thematic areas include: communications, personal management, working with others, find and use information, understand and use numbers, digital technology, problem solving, cultural identity, building community, and career development.

The WES Learning Coach/Instructor needs to be flexible, adaptable, and compassionate, while at the same time coaching learners to move beyond their comfort zone (using a scaffolded and strength-based approach). The person acting in this position will share program delivery and learning environment responsibilities with another Learning Coach/Instructor, and will meet regularly with the WES Program Coordinator and Mi'kmaq Confederacy of PEI's Employment Counsellor. People in this position should have an awareness of roadblocks to life and learning that many adults face, and a willingness to nurture a deeper understanding of Indigenous Peoples' perspectives and realities.

#### Competencies

- Excellent written and verbal communication skills
- Solid organizational skills including attention to detail and multitasking
- Skilled at working effectively with teams
- Excellent proficiency in digital technology skills required to perform job responsibilities
- Strong problem-solving skills and willingness to roll up one's sleeves to get the job done
- Skilled at providing timely, effective feedback to both learners and team members
- Open to learning and accepting feedback from team members
- Strong ability to motivate and engage learners

## Duties and Responsibilities

Responsibilities for the WES Learning Coach/Instructor include:

- creating and maintaining a welcoming and safe learning environment;
- understanding and accommodating each learner's particular learning style and their changing needs;
- completing assessments with learners and giving feedback on materials completed;
- assisting learners with developing their individual learning plans (ILPs) based on their life/career/education goals;
- identifying and preparing learning materials;
- delivering curriculum in person and/or on-line;
- facilitating group-based employability skills workshops;
- maintaining learner records on each learner's individual learning plan (ILP);
- participating in learning and professional development training opportunities;
- reflecting on practices and teaching materials and contributing to the improvement of the program;
- meeting regularly with learners
- meeting regularly with other WES team members

## Education and Experience

- A Bachelor's degree OR college diploma in fields relating to education, adult education, youth or social work, or facilitation; OR demonstrated expertise in the field of adult instruction/facilitation is required
- Experience working with Indigenous Peoples or individuals and populations with roadblocks to work, learning, and life is considered an asset

## Notes

- Class size is up to 10 people
- Learning Coach/Instructor hours are Monday-Friday, 8:30am-4:30pm
- Competitive wages offered for qualified individuals
- Paid statutory holidays and vacation pay
- Christmas Break and March Break (unpaid)
- **DEADLINE** for applications (resume no longer than 2 pages and cover letter): **Noon, Friday, September 24, 2021**

## Contact Information

For more information about WES Programs or this position, and to apply please contact:

Catherine Ronahan  
WES Lennox Coordinator  
Workplace Learning PEI  
902-368-6568  
cronahan@edu.pe.ca

<b>Approved by:</b>	<i>Lori Johnston – Executive Director</i>
<b>Date approved:</b>	<i>September 8, 2021</i>
<b>Reviewed:</b>	
<b>Comments:</b>	