



EMPLOYMENT OPPORTUNITY

Position: Literacy Coordinator

Location: Lindsay Location

Function: To coordinate and administer Literacy and Basic Skills (LBS) program through outreach and direct service. The function of the Literacy Coordinator is to provide Basic Adult Literacy supports to individuals in order to increase literacy levels. These supports are learner centered to ensure individuals reach their education and employment goals.

Schedule: Full-time - 35 hours per week – evening work as required

Responsibilities and Authority:

1. To identify and provide promotion of program ensuring contractual obligations are reached.
2. Coordination of Centre activities including day and night classes and outreach programming.
3. Maintenance of electronic inventory of training supplies and resources for staff (located on M Drive).
4. Maintain and update Literacy Program Procedures in consultation with Program Director. To identify and assess the needs of learners, with a view of developing matched literacy supports.
5. To design programming for services meeting the learners needs through relevant technology and other relevant outlets.
6. To coordinate and schedule both on-site and community program delivery.
7. To work with management to ensure uninterrupted services to learners.
8. To refer Learners to relevant stakeholders within the Community and other Employment Service providers.
9. Ability to provide services in both individual and group settings on site and within the community.

10. To provide outreach to justice providers to ensure well matched referrals to the program.
11. To provide and coordinate programs off-site at community justice services.
12. To ensure all funder reports are completed with accuracy and in a timely manner.
13. To enter all required information in data base system specified by funder.
14. To refer individuals in need of other counselling services internally within the John Howard Society.
15. Assist the agency in program development through the identification of service gaps.
16. Ensure that services delivered are efficient and effective through an outcome evaluation model.
17. Participate in agency/staff committees as time allows.
18. Assist the agency in maintaining accessible, relevant, responsive and quality services.
19. Deliver services in a way that reflects the racial, cultural, linguistic, and gender specific needs of the community being served.
20. Assist agency in maintaining accessible, relevant, responsive services.
21. Other duties as assigned by Program Director.

Qualifications:

1. Bachelor Degree in Adult Learning &/or Social Services, (or equivalent degree)
2. Assessment skills to ensure learner centered programming.
3. 3 years' experience in delivering both literacy and employment services an asset
4. Exceptional skills to assess individuals and provide well-matched programming
5. Minimum of 5 years' experience in delivering programs both individually and in group settings.
6. Knowledge of the Justice System and literacy needs of those in conflict with the law.
7. Work experience in justice system would be considered an asset
8. Ability to accurately record information for the funder
9. Experience in CAMS would be considered an asset
10. Employment in the justice sector
11. Ability to work independently and meet program needs
12. Ability to outreach to ensure we meet the expected program outcomes.
13. Knowledge of crisis intervention techniques
14. Excellent written and oral communication skills
15. Ability and knowledge to do community outreach.
16. Ability to work in a team setting.

17. Good interpersonal skills.
18. Thorough knowledge of community services and support programs for those involved in the justice system or at risk of, (e.g.: shelters, addiction, mental health, social services etc.)
19. Knowledge of the court and criminal justice system in Ontario
20. Solid professional boundaries
21. Recent criminal record check

The John Howard Society is an equal opportunity employer and a United Way member agency. Should any accommodation be required for this interview please let the Executive Director know once interview is scheduled.

Please submit all cover letters and resumes in confidence by email to Joyce Pett, Director of Finance at jpett@jhscklh.on.ca by Monday April 30th, 2018.