

John Howard Society of Manitoba Inc. Job Posting

Position: Literacy Program Instructor

Employment Type: Part-time unionized position

Salary: 22.5 hours per week, \$23.03/hour, eligible for benefits

Tentative start date: As soon as possible

Closing date for applications: October 14th, 2022

The Position: In keeping with the mission statement, values and principles of the John Howard Society of Manitoba, Inc., the Literacy Instructor is accountable for providing tutoring services service and aiding in the overall management of the Literacy Program.

Duties

1. Supervise students and volunteer tutors as needed. Conduct intake, assessment and instruction of literacy program clients including:
 - Maintain contact and provide literacy instruction to JHSM residents through drop-in sessions and/or one-to-one sessions.
 - Perform continuous intake and assessment of clients hoping to gain entrance into the program, making them aware of what the program offers.
 - Be available for ongoing instruction with adult learners in the program, checking in with each learner at least once every two weeks.
 - Be available for drop-in instruction at the JHSM office for clients in the community by appointment.
2. Build partnerships and develop the literacy program by:
 - Liaise with community partners to share information about the literacy program.
 - Develop literacy activities suited to partners' objectives and client needs.
3. Client referral and advocacy:
 - When requested, write letters to the client's lawyers to confirm their involvement in JHSM literacy programming.
 - Assist clients with accessing literacy resources outside of the program.
4. Provision of leadership and guidance for volunteer literacy tutors:
 - Maintain contact with existing volunteers, determine program needs, and recruit volunteer tutors for the Literacy Program.
 - As appropriate, assign volunteer tutors to community clients and ensure necessary support (i.e. direction, resources, and tutoring space).
5. Cooperation with the Executive Director and the team members within the Literacy department:
 - Meet regularly to provide updates on program development and troubleshoot challenges.
 - Revise intake, assessment, and statistical records in accordance with program needs.
 - Collect and update statistical information on literacy clients and programming activities in partnership with the Literacy Coordinator.



6. Meet and maintain all requirements set out by the program funders:
 - Provide required reports/information as required by funders.
 - Become familiarized with the MALP Instructor Qualifications.
 - Stay up to date with all courses and certifications required by MALP.

Accountabilities

- The position requires that the incumbent have skills and abilities in interpersonal communication, leadership, conflict resolution, and program development and facilitation.
- While there is a high degree of freedom to act within the position, there are few strict policies; most guidelines are often open to interpretation, and therefore require a high degree of self-motivation and judicious decision-making skills on the part of the incumbent.

Qualifications

- Post-secondary degree from a recognized institution or a comparable combination of education, training and workforce experience.

Experience

- Knowledge of adult education principles and literacy experience obtained through training, tutoring and/or teaching.
- Working knowledge of Microsoft Office software, including Word, Excel and Outlook.
- Experience working with criminalized people is considered an asset.

Requirements

- Respect and knowledge of traditional Indigenous culture, traditions, teaching, and ceremonies. The capacity to integrate these elements into lessons and teaching is considered an asset.
- Must be cleared by Manitoba Justice to enter all correctional institutions and able to pass an enhanced reliability screening with Manitoba corrections.
- An up-to-date Criminal Record Check from the Winnipeg Police Service.
- Valid Class 5 Manitoba Driver's License and access to a vehicle during working hours is not required but is an asset.

Reporting Relationship

- This position reports to the Executive Director.

The John Howard Society of Manitoba is committed to achieving employment equity for designated groups in our workforce.

We strongly encourage applicants who identify as being First Nations, Métis, or Inuit to self-declare in their resume or cover letter.

Closing date October 14th, 2022

Please send all resumes and /or inquiries to Sharon Perrault, sperrault@johnhoward.mb.ca

The John Howard Society of Manitoba
583 Ellice Avenue, Wpg, MB

