



Competition No.: **2023-115R**
Position: **Training Coordinator**
Classification: **SP6 Pay Scale \$81,361.55-\$98,995.59 (non-union position)**

- Full time

Department: **Quality Assurance**
Location: **1410 Mountain Avenue (Winnipeg)**
Closing Date: **Open until filled**
Apply by: **Email: hr@secfs.ca Fax: 204-594-0499**
Applications can also be dropped off at the Local CFS Office

RESPONSIBILITIES:

- Develop and provide training workshops/sessions for city and community Direct Service Workers
- Assess and review short and long-term training needs and implement a tracking system for training completion
- Provide training in the CFS ACT, Standards, SDM's Safety Assessment and other relevant training to all staff
- Develops, review and revises training materials to ensure content is up to date and culturally relevant; and maintain a current training resource inventory/library of training materials
- Monitor job-related training and/or workshops and assist in identifying staff who require specific training
- Attend Agency and SFNNC training meetings and keep apprised of external training sessions
- Review, approve and register staff for required training; and arrange payment of training expenses
- Maintain staff attendance for training, prepare and submit reports and evaluation to HR Department
- Requirement to travel to city and community offices to provide in-person and/or virtual training

QUALIFICATIONS:

- Bachelor of Social Work (an equivalent combination of education and experience may be considered)
- Experience in development and implementation of training programs
- Demonstrated working knowledge of and familiarity with:
 - Indigenous culture, history, colonization, and the rural environment
 - *The Child and Family Services Act; An Act respecting First Nations, Inuit and Metis Children, youth and Families, The Adoption Act;* and Indigenous child welfare practices
- Excellent verbal and written communication skills for training, report-writing, presentation
- Valid drivers' licence and reliable vehicle
- Proficiency with Microsoft Office
- Ability to speak Anishinaabemowin is an asset
- Satisfactory Criminal Record, Prior Contact; and Child Abuse Registry Checks

Preference will be given to Southeast members and Indigenous candidates (First Nations, Métis, or Inuit) meeting the position requirements. **All Indigenous applicants are asked to self-declare in their cover letter.** We thank all applicants; however, only those candidates selected for an interview will be contacted.

We offer competitive wages and an exceptional benefits package.