



MIZIWE BIIK

ABORIGINAL EMPLOYMENT & TRAINING

Employment Opportunity **Essential Skills Program Coordinator** **ACCESS Program (Vancouver)** Term Employment Opportunity

General Overview

Reports to Executive Director, the Program Coordinator is accountable for the successful development and implementation of the Essential Skills programs and services.

PRIMARY RESPONSIBILITIES

Program Management

- Oversees and directs the stages, partnerships, scheduling and curriculum development of program intake according to an established framework
- Manages day to day program decisions
- Facilitates staff discussions to address program issues and develops plans for action and implementation
- Leads brainstorming sessions to develop new concepts and processes for using Essential Skills under the guidance of experts in the field of Essential Skills from ACCESS
- Participates in case conferencing during various phases of the project
- Oversees client progress, directs remediation strategies and discipline when required
- Reviews program progress and actual client numbers vs program targets
- Monitors and prepares written reports on the progress of the program, client and partner outcomes for funders and ACCESS
- Maintains daily ARMS data collection
- Oversees long-term and day to day planning and operation of project under the guidance Essential Skills from ACCESS
- Holds team meetings, coaches, resolves conflict; maintains staff schedules

Conducts Assessments and Evaluations



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1. Pre and post program Essential Skill assessment for all programs; records results, and debriefs clients according to established framework.
2. Conducts screening interviews with potential clients about readiness and commitment to program participation
3. Conducts debriefing sessions with clients and referring Employment Specialists (ES) to review clients identified next steps if not accepted into a program
4. Completes all required client and employer evaluations throughout the intervention.

Curriculum Development

1. Assists in curriculum development and program facilitation when required under the guidance of Essential Skills from ACCESS

Case Management

1. Writes student progress reports to record data on student's/client's skill development, attitude, participation, and other observations. Liaises with Employment Specialist regarding barriers to progress and completes Action Plans
2. During all programs, Coordinator and Facilitator to support clients career planning and program progress; also conducts one-on-one action planning with clients
3. Conducts client follow-up to monitor client employment/progress after the intervention
4. Participates in weekly case conferencing, discussing student progress and collaborating with team to address and resolve student issues; maintains client records
5. Completes other operational related duties as they arise

TECHNICAL COMPETENCIES

Education and experience preferred;

- Diploma or Degree in Education, Business or Arts PREFERRED
- Adult Education or Provincial Instructor Diploma (PIDP)
- Essential Skills Practitioner Certificate – TRAINING PROVIDED
- Experience managing training programs and experience in a supervisory role PREFERRED
- Experience with Aboriginal organizations is required



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Knowledge, skills, abilities

- Knowledge, experience and certification required for developing Essential Skills curriculum initiatives – TRAINING PROVIDED
- Project management; Demonstrated ability to oversee projects in partnership with other organizations, government agencies or industry
- Experience in design, implementation and management of workplace transition and/or learning initiatives/programs – UNDER THE GUIDANCE OF ESSENTIAL SKILL ACCESS
- Ability to develop employment partnership opportunities; keep abreast of labour market issues and information
- Good working knowledge of: Microsoft Word, Excel, Power Point, Microsoft Outlook and database software.
- Strong problem-solving skills; resourceful; effective decision-making abilities
- Solid counselling skills; strong ability to develop prevention and intervention strategies to meet student needs
- Strong communication: listen effectively to coworkers and clients; prepare and deliver clear presentations; effective writing skills for reports and other correspondence
- Strong organization skills and attention to detail
- Strong interpersonal and relationship skills; able to meaningfully connection with clients
- Strong collaboration and teamwork skills

First Nation, Métis and Inuit applicants are encouraged to apply and asked to please self-identify on their cover letter. Please submit your cover letter and resume via email in MS Word format to: Human Resources: hrjobs@miziwebiik.com

**** Open Until Filled ****

We thank all applicants however, only those selected for an interview will be contacted. No phone calls please

If you are invited for an interview and require access accommodation, please let us know in advance so that we can make adequate arrangements.