



Employment Opportunity

Position: Post-Secondary Instructor – Community and Justice Services

Location: Manidoo Baawaatig Campus, Kenora, Ontario

Start Date: September 2024

Deadline: May 17, 2024 at 4:00 PM CST

Duration: Fixed-term based on program requirements

Wage: \$90.00/instructional hour, \$45.00/hour for professional development

How to apply: Please send a cover letter, resume, and three employment-related references (one of which must be from a current/recent supervisor) via one of the following:



Email:
Attn: Human Resources Department
human.resources@7generations.org



Mail:
Attn: Personnel Committee
Seven Generations Education Institute
1452 Idylwild Drive, PO Box 297
Fort Frances, ON, P9A 3M6



Fax:
Attn: Personnel Committee
(807) 274-8761

Please direct any questions regarding this opportunity to Rhonda Miller, Post-Secondary Program Coordinator at rhondajm@7generations.org

We would like to thank everyone for their application, but only those individuals selected for an interview will be contacted. Accommodation in the recruitment process is available upon request by contacting Human Resources.



Community and Justice Services Instructor

Job Description

General Description

The Community and Justice Services Instructor will be responsible for guiding and instructing students of Seven Generations Education Institute to maximizing the student learning experience by integrating theory and practical experiences. They plan, organize, and implement an appropriate instructional program(s) in a learning environment that guides and encourages students to develop and fulfill their academic potential. The instructor is responsible for supervising and evaluating students within the program. The instructor will work within an established framework to deliver educational services/programs. The Community and Justice Services Instructor will work collaboratively with the Post-Secondary Coordinator within SGEI. The instructor will demonstrate a strong commitment to the planning and improvement processes, ensure support of student achievement, and report directly to the Post-Secondary Coordinator.

Qualifications

1. Minimum of a bachelor's degree in social sciences, education, or a related discipline required
2. Five (5) years professional experience in fields related to social services, justice services, law enforcement, diversion, or restorative justice is preferred
3. Holding a relevant professional certification (e.g. Registered Social Worker) is an asset
4. An equivalent combination of education and experience may be considered on a case-by-case basis.
5. Previous experience in providing instructional services is preferred
6. Excellent communication skills (both oral and written) as well as strong interpersonal, organizational, and presentational skills
7. Knowledge, understanding, and a relationship with the Indigenous communities of Treaty #3 is preferred
8. Knowledge of Anishinaabemowin is an asset
9. Must have demonstrated the ability to interact effectively with colleagues and students
10. Must have a high degree of resourcefulness, flexibility, and adaptability
11. Must have a working knowledge of Microsoft software, including Word, Excel, D2L, Microsoft Teams, Zoom, etc.
12. Crucial to this position is a demonstrated ability to understand cultural influences and issues specific to adult learners in northern communities

Supervisor: Post-Secondary Program Coordinator

Job Duties/Responsibilities

1. Instruct students using various teaching methods, for example, lecture and demonstration, and use audiovisual aids and other materials to supplement presentations
2. The instructor will be responsible for delivery of lectures on theory, techniques, and terminology, as well as delivery of demonstrations for skills required



3. Prepare course objectives and outline for course of study following curriculum guidelines or requirements
4. Teach courses in Correctional Programming, Criminology, Sociology, Conflict Management & Crisis Intervention, Psychology, Community and Social Services, and other related topics
5. Administer tests to evaluate students' progress, record results, and issue reports in D2L Brightspace to inform students of their progress
6. Keep and maintain attendance records, and follow up with Post-Secondary Coordinator, as needed
7. Meet with students to discuss progress and problems and come up with possible solutions to the student's progress (academic tutoring)
8. All instructors are required to attend professional development training sessions

Relationships

Internal

1. Directly reports to Post-Secondary Program Coordinator.
2. Interacts with other SGEI staff.
3. Interact with students on a daily basis.

External

1. Occasionally interact with community organizations.
2. May occasionally interact with education partners.

Working conditions

- Incumbent works indoors in climate-controlled conditions.
- May be exposed to noise, and on rare occasions to behaviourally difficult students, clients, and members of the public.
- Hours vary based on operational requirements with occasional evening or weekend commitments.
- The position requires a high degree of concentration for extended periods of time.
- Manual dexterity is required in the operation of computers, with moderate requirements to maintain speed and ensure accuracy.
- Incumbent varies between alternating positions of sitting and standing with the ability to change positions.
- Occasional lifting of up to 10 lbs required.

Conditions of Employment

- Provision of a satisfactory Vulnerable sector check.
- Valid Ontario class 'G' driver's license.