

September 9, 2021
Internal/External Job Posting:
Adult Literacy Program Worker
Temporary Part-time: 32 hours per week
Posting Number: 2021-26

Davenport-Perth Neighbourhood and Community Health Centre (DPNCHC) is a multi-service community agency providing programs and services from early years to adults and primary health care to a diverse range of participants with a community development and health promotion perspective. The Program Worker will facilitate adult learning classes and events for participants of diverse cultures ages 19 years and up. They will work with the participants, DPNCHC's staff and other community agencies to provide literacy programming within the context of DPNCHC's philosophy and mission statement and the Ontario Adult Literacy Curriculum Framework.

Abbreviated Responsibilities:

- Prepare for and deliver adult literacy classes in-person and online under the supervision of Adult Literacy Supervisor, and in partnership with the adult literacy team using the Ontario Adult Literacy Curriculum Framework.
- Provide support, information and referrals to Adult Literacy learners,
- Prepare hard copy and enter into an online case management system (EOIS-CaMs) all necessary data and documentation such as learning plans, learning activities, milestones, and referrals made to other services and registration,
- Ensure timely preparation of information and statistics for other reports as required,
- Support volunteer tutors and student placements assigned to in-person and online classes,
- Participate in a constructive, collaborative and cooperative manner within the staff team in the planning and implementation of program activities,
- Assist with the planning, development, implementation, assessments and evaluations of relevant services for adults with low literacy.

Minimum Qualifications:

- Minimum 3-5 years of post-secondary education, in the area of Social Services, Adult Education, or other relevant field,
- Experience in Adult Literacy/Learning, tutoring, mentoring and or the Ontario Adult Literacy Curriculum Framework (OALCF),
- Demonstrated skills in program planning, program implementation, and group facilitation,
- Experience with providing information and referrals for culturally diverse participants in a community-based setting,
- Knowledge of issues affecting adults with low literacy and relevant services and community organizations,
- Experience with Microsoft Office, Internet, Zoom, and various digital technologies,
- Experience working with and leading volunteers and student placements,
- Demonstrated commitment to social justice, Adult Literacy issues, and cultural competency,
- Knowledge of and commitment to community development and health promotion,
- Ability to work evenings (as necessary),
- Demonstrated ability to function in a leadership capacity in a team setting or to take initiative in projects,
- Demonstrated organizational and time management skills,
- Good English communication skills (written and oral),
- Ability to speak a second language is an asset,
- Knowledge of DPNCHC, its catchment area and relevant services and groups within the community.

Hourly range: \$21.134-\$22.995 per hour; plus statutory benefits and HOOPP pension plan.

Contract Dates: October 4, 2021 to March 18, 2022. **This position is part of the bargaining unit.**

Submit resume & cover letter: Posting 2021-26 to hire@dpnchc.ca or mail to 1900 Davenport Rd Tor ON M6N 1B7.

Due Dates: Internal Applicants: 5pm, September 17, 2021 External Applicants: 5pm, September 22, 2021

Davenport-Perth Neighbourhood and Community Health Centre encourages applications from candidates, whose background is diverse in terms of culture, race, language, religion, class and gender /sexual orientation. Reasonable accommodation or any other special needs will be provided in all parts of the hiring process. If you require any accommodation, please advise Human Resources. As a condition of employment all new hires must show proof of vaccination (2 doses) with vaccines approved by Health Canada, unless they have an exemption from vaccination under the Human Rights Code. Also required to undertake a Vulnerable Sector Screening with Police Services. Only applicants selected for interviews will be contacted. No phone calls please. DPNCHC is a perfume free environment.