

Intervenor Services Training Coordinator – 6 month Contract Part Time

Are you a passionate professional, looking for a rewarding career with meaning and satisfaction where you make a difference in the lives of others? Are you looking for on the job learning, professional development opportunities, inclusive and supportive work culture, competitive salary and benefits? Join our team of dedicated professionals at the Canadian Helen Keller Centre (CHKC) providing affordable housing, training and intervenor services and supports to adults who are deafblind.

Our mission at CHKC is to empower the deafblind community through consumer driven services and opportunities that maximize independence. We value feedback from consumers such as “the day I contacted CHKC for the first time was the best thing I ever did”, and continually strive to exceed expectations.

We are looking for an Intervenor Services Training Coordinator to join our team who embraces our values of advocacy, respect, collaboration, professionalism and community. In return, we are committed to train, coach and invest in your behavioural and technical skills. If you have a positive attitude, and professional demeanor, we are interested in discussing together the opportunity of a fulfilling career at CHKC.

Position Summary

Reporting to the Intervenor Services Manager, the Intervenor Services Training Coordinator supports the planning, execution, and monitoring of ongoing intervenor training related to both behavioural and technical competencies. This is a six month contract position with transition to permanent part-time possible.

Position Responsibilities

Intervenor Training:

- Assists in the development of intervenor related training.
- Periodically delivers and/or facilitates training.
- Evaluates training initiatives for intervenors.
- Develops partnerships with internal and external stakeholders regarding intervenor training needs.
- Liaises with course leads to obtain relevant documents and requirements.
- Coordinates with the Intervenor Services team regarding intervenor availability and discusses scheduling requirements for training.
- Provides relevant intervenor performance information and support to the Intervenor Services Supervisors related to yearly performance appraisals.

- Identifies fee-for-service training opportunities and forwards them to the Intervenor Services Manager.
- Coordinates with Intervenor Services Coordinator around booking freelance interpreters as required.
- Prepares classrooms, including monitoring attendance, name cards, relevant materials, and course certificates.
- Orders supplies including kitchen, course materials, and office supplies.

Training Information Management

- Develops surveys and gathers data on gaps and training needs of intervenors.
- Tracks attendance for all intervenor training.
- Updates intervenors regarding any required training.
- Ensures intervenors adhere to all training deadlines.
- Tracks and reports on training outcomes.
- Works collaboratively with HR Specialist/Admin Assistant for tracking, reporting and other Agency wide data collection as required.
- Sets-up and maintains appropriate training-related forms and files including agendas and meeting minutes.
- Maintains a database of contacts, courses, fees, dates, eligibilities, and requirements.
- Submits monthly expense reports and other relevant administrative reports and documents to the Intervenor Services Manager.

Intervenor Services Program and Quality Assurance:

- Fosters collaboration and teamwork within the intervenor services team.
- Periodically participates in team and staff meetings when necessary.
- Supports other intervenor services related duties as assigned.
- Develops effective relationships with staff across departments to ensure program delivery goals are met.
- Participates in the collection of data for MCCSS and other Agency related reporting.

Agency-Wide Expectations:

- Promotes and demonstrates CHKC's mission, vision, and values within the workplace and in the community by having a positive and professional relationship with consumers, staff, volunteers, the Board of Directors, and other organizations.
- Ensures a high level of communication, including face-to-face, with consumers and staff.
- Respects the privacy and maintains confidentiality of staff and consumers.

- Serves as a role model to others by demonstrating a respectful and positive attitude.
- Completes all agency required training.
- Participates in agency tours and information sessions and engages in public speaking from time-to-time.
- Seeks out professional development opportunities.
- Assists and/or participates in the planning and production of agency events as required, including celebrations, public awareness events and fundraising events and campaigns.
- Participates in relevant projects, working groups and committees with the prior approval of your supervisor/manager.
- Ensures consistent implementation and adherence to approved CHKC policies and procedures.
- Participates in the orientation of new employees.
- Supports a positive, healthy, and safe workplace.
- Works cooperatively with the Joint Health and Safety Committee (JHSC), as it applies to relevant incident reports, and areas of potential risk.
- Supports and implements recommendations made by the JHSC.

* All other duties as assigned

Work Environment

- Office environment
- Flexible opportunities to work from home
- Manageable volume of work

Skills and Qualifications

- Degree, diploma, or advanced certificate in Education, Training, HR, or related field.
- Minimum 3-years of relevant working experience with persons who are deafblind.
- Competent in American Sign Language, adapted/tactile sign language and other alternative communication methods used by persons who are deafblind is preferred.
- Knowledge of issues and needs related to the deafblind population is an asset.
- Demonstrated problem solving skills, with an ability to be creative yet consistent.
- Demonstrated administrative, management, organizational and time management skills.
- Demonstrated ability to manage multiple priorities and work independently.
- Strong interpersonal and communication skills, including public speaking.



101-422 Willowdale Ave.
Toronto, ON M2N 5B1
P 416 730 9501
TF 1 877 748 6964

info@chkc.org
chkc.org

- Sound numeracy and computer skills.
- Proficiency in learning management platforms and online training modules.
- Knowledge of French is an asset.
- A valid driver's license and access to a car is an asset.

Hourly rate: \$27.00 per hour

Hours of work per week: 24 hours per week.

How to Apply

Contact: Nisha Parakat, Human Resource Specialist

Email: recruitment@chkc.org

Application Deadline: October 4, 2024

CHKC is an equal opportunity employer. We encourage applicants from all protected classes to apply. CHKC values diversity, equity, inclusion and compassion in the workplace.

We thank all applicants, however, only those considered for an interview will be contacted. Accommodations are available on request for candidates taking part in all aspects of the selection process. Please advise prior to the interview if you require accommodation and we will make appropriate arrangements.

Website: <https://www.chkc.org>

Facebook/Twitter