

# INTERNAL EMPLOYMENT OPPORTUNITY

## LIFE SKILLS TRAINER TEMPORARY, FULL-TIME POSITION COMPETITION # ISS 17-10-I

*Only applications from current KDSB employees will be considered for internal job postings.*

<b>DEPARTMENT:</b>	Integrated Social Services
<b>LOCATION:</b>	Dryden, Kenora, <u>or</u> Sioux Lookout Office
<b>POSTING DATE:</b>	September 29, 2017
<b>CLOSING DATE:</b>	<b>Open Until Filled</b>
<b>AVAILABLE:</b>	As soon as possible
<b>NORMAL HOURS OF WORK:</b>	Monday to Friday - 08:00am to 04:30pm or in accordance with the Compressed Work Week schedule, as approved.
<b>SALARY:</b>	As per the Collective Agreement between CUPE Local 5911.01 and KDSB

### RESPONSIBILITIES:

The role of the Life Skills Trainer is to travel throughout the District of Kenora to provide life skills training, employment readiness, and safety compliance training for KDSB clients. This involves setting up and providing training sessions, planning, coordinating, and promoting integrated training forums, providing statistical data, and investigating alternative methods or partnerships for training opportunities.

### QUALIFICATIONS:

1. Successful completion of a post-secondary education program in Social Services, Employment Services, Training or similar along with three years' experience in Social Services with emphasis on training delivery.
2. Must possess (or be able to obtain) Standard First Aid and CPR Trainer Certification; a satisfactory Criminal Reference Check and a valid Ontario Class G (or equivalent) driver's license.
3. Demonstrated excellence in customer service and sufficient communication and interpersonal skills in dealing with clients, co-workers, management, the public, employers, and other community agencies.
4. Demonstrated skills in conflict resolution, leadership, and marketing to effectively deliver training while being motivational and relating empathetically to clients' situations

The above is not comprehensive description of the position. For a full description of this position, please request a copy of the job description from your Manager.

### HOW TO APPLY:

Please submit your interest in this position by sending your cover letter and resume via e-mail, referencing the competition number in the subject line of the e-mail and cover letter, to the:

Human Resources Department - [hr@kdsb.on.ca](mailto:hr@kdsb.on.ca)