



**JOB POSTING**  
**Learning Coordinator**  
**Full Time Permanent Position**  
**Monday – Friday 8:30 a.m. – 4:30 p.m.**  
**Compass Youth Program**  
**Southport, MB**

This is an exciting time for Manitoba health care. Manitoba's health system is currently in transition with planning and changes aimed at improving the quality, accessibility and efficiency of health care services throughout Manitoba. AFM contributes to the health and resilience of Manitobans across the province by providing addictions services and supporting healthy behaviours. If you would like to be part of a foundation of excellence in addictions services and support and build a new vision of integrated health services in Manitoba, consider a career with us.

Reporting to the Supervisor, the Learning Coordinator will be responsible for: individual assessment and instruction of clients within the residential program; design, delivery and evaluation of academic and other related programming; contributing to the broader team assessment and treatment planning processes; and liaison with home community schools and other supports linked to clients' successful re-entry into school or other academic/vocational pursuit. The ability to work as part of a team is essential. The position requires a commitment to a client centered philosophy and approach to the development, provision and support of AFM programs and services.

**The Learning Coordinator will work as a member of the Compass team and demonstrate the following:**

- Ability to communicate respectfully and positively with clients and staff and presents self in an approachable and friendly manner.
- Demonstrates a genuine enthusiasm for client-centred care and demonstrates empathy and compassion.
- A focus on enhancing clients' academic abilities through the provision of meaningful information and instruction and opportunities for skill development.
- Exhibits the ability to respond to client requests and crises in a responsible, timely and flexible manner.
- Demonstrates the ability to balance his/her needs with the needs of clients, other staff persons and those of the organization.
- Ability to engage clients' interest and involvement in learning by offering a flexible, client-centred approach in which learning objectives are negotiated with clients.
- An understanding of at-risk adolescents and commitment to a strength-based paradigm and service delivery.
- Ability to contribute to an effective, positive team environment through an appreciation for an interdisciplinary approach, solution-focused problem solving and open, direct communication.
- Commitment to ongoing individual development, enthusiasm for professional development opportunities, openness to feedback and a willingness to engage in reciprocal learning experiences with colleagues and supervisors.
- Ability to work collaboratively in the context of a provincial organization, with numerous colleagues, to ensure a consistent AFM approach.
- A strong commitment to personal and professional ethics, integrity and responsibility.

**Responsibilities:**

- Design and use of reading, writing and math assessment instruments to determine appropriate academic programming.
- Design and delivery of individual upgrading materials and group-based programming which are meaningful and engaging to clients.
- Working with clients to define objectives for program stay which incorporate their interests, motivation and future academic and/or employment goals.
- Incorporating evidence-based best practices within programming and design of the learning environment.
- Liaison with clients' home schools or other relevant academic/vocational resources to ensure effective follow-up and coordination of services.
- Participation in the ongoing review and update of program materials and processes, and contribution to ongoing program improvement targeted at optimally meeting clients' needs.
- Ensuring adherence to program protocols, agency standards and procedures, and Manitoba Child Care Facilities regulations, requirements and standards.
- Maintaining current, accurate client records and ensuring privacy and confidentiality in compliance with The Personal Health Information Act.

- Participation on committees, teams or work groups as requested by supervisors.
- activity reports, etc.
- Other duties as assigned.

**QUALIFICATIONS:** A Bachelor of Education Degree with experience working in an alternative education setting and/or a combination of education and experience is required. Other desired qualifications include: an understanding of/experience working with adolescents; experience related to student assessment, development of individual education plans, and addressing the learning needs of at risk youth (i.e. FASO; ADHD; etc.); excellent written and oral communication; strong organizational skills; demonstrated ability to work independently, to work well within an interdisciplinary team, and to work within complex service systems; knowledge of the addictions and mental health fields; effective interpersonal and problem solving skills; and an understanding of, and sensitivity to, working with culturally diverse populations. A Manitoba teaching certificate and current First Aid/CPR certification are required. The ability to operate Microsoft software applications, internet and email communications is required. Fluency in English (French verbal and written an asset)

**The Competencies for the Learning Coordinator opportunity are:**

- Adaptability/Flexibility
- Client Centered Change
- Client Service Orientation
- Collaboration and Network Building
- Continuous Learning
- Diversity and Cultural Responsiveness
- Effective Communication
- Ethical Conduct and Professionalism
- Planning and Organizing
- Program Development, Implementation and Evaluation
- Screening and Assessment
- Teamwork and Cooperation
- Understanding Substance Use, Abuse and Dependency

*It is AFM practice to request a criminal record check and conduct a child abuse registry check prior to finalizing the appointment of successful candidates*

**Competition:** #2021-112

**Salary Range:** \$55,170 – 66,593 per annum (\$29.17 - \$35.21/hour) (under review)

**Closing Date:** July 25, 2021

**Apply in writing to:**

Director, Youth (Eastern & Central Manitoba)  
 Addictions Foundation of Manitoba  
 Compass Youth Program  
 175 Nomad Street  
 Southport, MB R0H 1N1  
 Fax: 204-428-6611  
 Email: [youthres@afm.mb.ca](mailto:youthres@afm.mb.ca)

***We thank all applicants and advise that only those selected for further consideration will be contacted.***

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