

Position Title: **Teacher**

Program/Service: Intervention and Outreach Program

Labour Class:

Union: MAHCP

Date: January 2019 – updated from 2018

**Education/Training Required:**

1. Bachelor of Education Degree.
2. Valid Manitoba Teaching Certificate (or eligibility for.)

**Position Summary:**

- A. Child and Youth Support
- B. Program Development, Promotion and Delivery
- C. Interagency Networking and Partnerships
- D. Quality Improvement and Client Safety
- E. Integration, Collaboration & Teamwork

**Responsibilities:**

- A. Child and Youth Support
  - a. Provides educational support to children and youth with high needs per program funding criteria out of designated locations including office, home or other community locations.
  - b. Provides support to youth in setting goals based on their individual need with emphasis in the following areas:

- Emphasis on relationship building; providing a model for a healthy, trusting relationship through clear communication and setting clear boundaries;
  - Empowering the youth to resolve current issues and developing coping strategies;
  - Acknowledging their strengths, talents and gifts and encouraging them to find ways to use them;
  - Engage in activities outside of the home to help expose youth to new opportunities and experiences.
- c. Responsible for planning and preparing appropriately the assigned courses and lectures.
  - d. Provides opportunities for students to access and use current technology, resources and information to solve problems.
  - e. Provides opportunities for students to apply and practice what is learned including building students' ability to work collaboratively with others.
  - f. Engages students in creative thinking and integrated or interdisciplinary learning experiences.
  - g. Responsible for adapting instruction/support to students' differences in development, learning styles, strengths and needs and varying instructional roles (e.g. instructor, coach, facilitator, co-learner, audience) in relation to content and purpose of instruction and students' needs.
  - h. Maintains a safe, orderly environment conducive to learning.
  - i. Provides advocacy and coordinates referrals to both internal and external service providers, recreational activities and educational programming including transportation of the child and youth.
  - j. Collaborates effectively with clients, families/caregivers, providers and community agencies as needed per PHIA and The Protecting

Children Information Sharing Act (including IOT's psychiatrist and psychologist).

- k. Ensures timely and accurate documentation of client encounters and document / task management using EMR per documentation standards to ensure continuity and safety of client care.

#### B. Program Development, Promotion and Delivery

- a. Collaborates with program team members and coordinator on innovative harm reduction and educational programming and strategies including resource acquisition, client scheduling, outreach, presentations, and educational / promotional materials.
- b. Attends related program planning and evaluation team meetings to determine and develop as needed data collection and evaluation tools (Surveys,).
- c. Responsible for the ongoing monitoring and data collection as required to meet funding requirements and standards of care i.e., financial statements, yearly reports, statistics.

#### C. Interagency Networking and Partnerships

- a. Actively seeks out and maintains interagency and community resources and partnerships to support children and youth with complex issues.
- b. Participates on related interagency committees and children and youth initiatives.
- c. Promotes IOT Program to community partners and related agencies.
- d. Acts as a resource to the IOT Team, NorWest Programs and the community.

#### D. Quality Improvement and Client Safety

- a. Ensure client/customer centered approach to care.
- b. Participate in QI and Client Safety initiatives.
- c. Ensure ethical conduct and practice in daily work.

- d. Ensure accurate and timely data/statistical collection and reporting.
  - e. Ensure confidentiality of all client information per PHIA and PAct.
  - f. Ensure confidentiality and privacy of Staff, Volunteers and Board members per PIPEDA.
  - g. Ensure use of evidence-based practice in daily work.
  - h. Use respectful communication and approach with clients and staff.
  - i. Actively participate in program development and evaluation as required.
  - j. Responsible to prepare for and engage in supervision and participates in debriefing as required.
- E. Integration, Collaboration & Teamwork
- a. Ensure daily collaborative approach and teamwork.
  - b. Actively participate on designated team meetings.
  - c. Actively participate on designated internal committees and projects.
  - d. Support student development and mentorship as required.
  - e. Communicates/shares relevant information with team members in a timely and appropriate manner.

**Experience Required:**

- A. Minimum two years of experience working with children and youth with complex issues.
- B. Demonstrated knowledge of The Child and Family Services Act, The Mental Health Act, and Young Offenders Act.
- C. Demonstrated knowledge of child welfare, child and family services, justice and education systems of Manitoba.

- D. Knowledge of community resources for youth, harm reduction strategies and crisis intervention principles.
- E. Knowledge of Motivational Interviewing and Training in Canadian High Fidelity Wraparound Model an asset.
- F. Experience working with diverse cultures and economic background and sensitivity to issues of colonialism.

**Personal Qualifications/Characteristics Required:**

- A. Strong interpersonal and communication skills.
- B. A commitment to differentiated instruction and committed to the belief that all students can learn.
- C. Ability to work and support students in different settings (homes, schools, community centers).
- D. Strong problem-solving skills and ability to use own initiative when necessary.
- E. Empathetic, non-judgmental approach.
- F. Keeps all organizational/business information confidential.
- G. Actively seeks out learning opportunities.
- H. Accountability to individual, team, and organizational workload/deadlines.
- I. Up to date knowledge of Mission, Vision, Values, Strategic Priorities and Team Objectives.
- J. Up to date IT / social media use and knowledge of MS Office; EMR experience an asset.
- K. Valid Driver's License and Access to a Vehicle.
- L. Subject to Police Records Check (including vulnerable persons).

**Licenses/Registrations:**

Valid Manitoba Teaching Certificate (or eligibility for).

Approval:

\_\_\_\_\_  
Executive Director

\_\_\_\_\_  
Date