

Employment Opportunity

**Coordinator/Instructor– First Nations Addictions and Mental Health Diploma**

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| **Job Title:** Coordinator/Instructor | **Department:** Post-Secondary |
| **Location:** 480 Madison Street, Winnipeg | **Hours:** Full Time |
| **Reports To:** Director of YQUC | **Application Deadline:** May 20th, 2021 |

POSITION SUMMARY:

Yellowquill University College (YQUC) is hiring a Program Coordinator/Instructor who will be responsible for the Coordination and Management of the First Nations Addictions and Mental Health Diploma program. This person will be responsible to coordinate the hiring of sessional/contract instructors and may be required to teach up to half time.

TERMS OF REFERENCE:

The Program Coordinator/Instructor for the First Nations Addictions and Mental Health Diploma program will ensure the preparation of students to work in the field of addictions and mental health. The program is a unique, culturally-based program dealing with the current issues surrounding addictions and mental health in the First Nations population. The program format will be a full-time modular format including lectures, small group learning, case studies, class discussions and presentations, volunteer opportunities, field trips, land-based learning, appropriate textbooks, and a practicum/field placement.

DUTIES & RESPONSIBILITIES:

* Oversee the coordination of the First Nations Addictions and Mental Health Diploma program
* Ensure Instructor assignments coincide with the expertise and skill level required
* Adapt and use curriculum in accordance with adult principles and college standards and in accordance with provincial standards where necessary
* Create instructional timetables
* Develop/modify course descriptions, using the required template, for each course taught
* Select texts, resource, reference materials, and supplies as required for all classes taught
* Maintain an inventory of all instructional materials and equipment for classroom and office
* Assist in providing information on college programs and in the promotion of the college at career events
* Prepare and provide all program reports as required
* Participate in professional development activities related to the program and institution
* Assist with registering students and provide advice on course selections as required
* Establish and maintain effective working relationships with administration, staff, and representatives of a wide variety of organizations and groups
* Plan and organize orientation sessions for students
* Respond to queries from prospective and registered students
* Maintain regular communication with all students
* Direct students to appropriate resources and supports when needed
* Attend and participate in all YQUC staff meetings and school events
* Provide and perform other duties as may be assigned in carrying out the functions as an Instruction
* Provide direct instruction in all assigned classes and supervise and provide instructional assistance for courses as assigned
* Submit mid-term marks, final marks, attendance reports, and other reports as required

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

* Strong verbal, written, presentation, and interpersonal communication skills
* Excellent computer skills and experience working with Microsoft Office 365
* Experience using online communication platforms (Teams and Zoom)
* Ability to develop original and appropriate documents
* Ability to write and orally communicate clear instructions
* Ability to analyse and solve problems
* Ability to work efficiently as part of a team as well as independently
* Superior organizational, time management, and prioritizing skills
* Attention to detail in all areas of work
* Ability to work independently with minimal supervision
* Valid Class 5 Manitoba driver’s license and reliable vehicle

QUALIFICATIONS:

* Bachelor's of Education degree, or related discipline
* Relevant experience or education
* Experience working in adult education with Indigenous students
* Experience working in an educational institute would be an asset

CONDITIONS OF EMPLOYMENT

* Valid Manitoba Drivers License and access to a reliable vehicle
* Ability to work overtime/travel when required
* Salary will be based on a combination of education and experience

Resumes and two written letters of reference should be mailed or emailed to:

Bobbi Pompana

Director, Yellowquill University College

480 Madison Street

Winnipeg, Manitoba R2J 1J1

[ycdirector@yellowquill.org](mailto:ycdirector@yellowquill.org)