



## **Job Posting – Internal/External**

**POSITION:** Urban Indigenous Homelessness Knowledge Trainer

**TYPE:** Full Time (To March 31, 2022, with possibility of extension)

**LOCATION:** 26 Vaughan Rd (potential for portions to be conducted remotely)

**SALARY:** \$ 27.50 per hour

**Na-Me-Res** (Native Men's Residence) located in Toronto, is a diverse, multi-service organization. Through a culture-based approach that addresses the holistic needs of its clients, Na-Me-Res' mission is to provide temporary, transitional, and permanent housing to Indigenous men experiencing homelessness in Toronto, while providing outreach and support services to the broader Indigenous homeless population.

### **MAIN FUNCTION:**

- Content development, researched, fact checked, and referenced information
- Develop slide deck with presentation notes, manage and store information in an organized way
- Deliver/present content in person and virtually (possibly co-present)
- Work directly with Na-Me-Res clients to empower them to share their experiences and develop content outlines that will support them in presenting content.
- Outreach to service organizations that would benefit from Indigenous knowledge exchange
- Build on existing relationships and use the networking resources for other Na-Me-Res programs to build new relationships to deliver training
- Develop and complete evaluation(s)

### **DUTIES AND RESPONSIBILITIES:**

- Develop multiple levels of content that will be used to educate service providers specifically in housing, homelessness, and social services, on the history of Indigenous people and the current needs for the communities
- Effectively delivers information in a respectful, transparent, and honest approach, actively listen to participants, and respond appropriately
- Work collectively with peers in the development and delivery of content
- Create both in person and virtual format to deliver multiple levels of information
- Reference the source(s) of data, information that will be presented
- Conduct outreach to organizations they would benefit from a knowledge exchange, and schedule session appropriately
- Develop tool that will assist Na-Me-Res clients in developing their stories and communication skills
- Create an evaluation process
- Other duties as identified by their supervisor

### **SKILLS REQUIRED:**

- Experience in training design and facilitation using in-person, blended, and online delivery methods
- Familiarity with housing resources in Toronto
- Able to *communicate effectively* - strong oral and written communication skills
- Ability to write and communicate clearly and effectively
- Able to effectively develop content and present content
- Ability to prioritize and manage multiple jobs effectively
- Ability to work under pressure and to meet deadlines
- Knowledge and ability to work with computers

### **EDUCATION & EXPERIENCE:**

- Experienced in content development
- Experience delivering content to large and small groups
- An education in social services or other related discipline or equivalent
- Knowledge of Native traditions and culture
- A valid Ontario Driver's License and clean driving abstract is an asset

- *Successful candidate required to provide a police check as a condition of employment*
- Successful experience working with a diverse population

**Na-Me-Res** is committed to staffing a workforce representative of the Indigenous population we serve. We encourage First Nation, Metis and Inuit applicants to apply and please identify in their cover letter. We thank all applicants however only those selected for an interview will be contacted. If you are invited to an interview and require accommodation, we will make every effort to accommodate you.

*Native Men's Residence requires all employees, contractors, students, and volunteers to be fully vaccinated against COVID-19, absent of a valid medical exemption or other reasonable consideration pursuant to the Human Rights Code of Ontario.*

**CLOSING DATE: February 18, 2022, at 5pm.**

**A resume and cover letter can be emailed, mailed, or faxed:**

Human Resources

26 Vaughan Road, Toronto, ON M6G 2C4

**Fax #:** (416) 652-3138 / **Email:** [jobs@nameres.org](mailto:jobs@nameres.org)

**(Hand delivered applications will not be accepted/no phone calls please)**