

### **Program Worker, Adult Literacy and Academic Upgrading Program**

West Neighbourhood House, formerly St. Christopher House, is a multi-service, neighbourhood-based agency that has served the diverse communities of downtown west Toronto since 1912. The central purpose of West Neighbourhood House is to enable less-advantaged individuals, families and groups in the community to gain greater control over their lives and community.

The Adult Literacy and Academic Upgrading Program provides individualized support to adults wishing to upgrade their literacy, numeracy and digital skills in a supportive environment. The program provides a combination of one-to-one, small group and more structured classes.

#### **Responsibilities:**

To act as a House-wide resource in conducting learner intake assessments and providing access to the Adult Literacy and Academic Upgrading program and other programs within West Neighbourhood House and the community.

- Meet with potential learners to determine needs and goals;
- Assess learners' literacy, numeracy and digital and/or academic needs;
- Facilitate workshops and groups;
- Develop learner plans to enable learners to meet their goals;
- Provide appropriate referrals to West NH and external programs and services to support learner success;
- help co-ordinate the delivery of a one-to-one volunteer tutoring program by recruiting, training and supervising volunteer tutors;
- facilitate opportunities within and outside the program for learners to develop and use new skills
- maintain participant records and ensure the confidentiality of information;
- promote adult literacy and adult education including equity of access to opportunities through community education, advocacy and networking;
- other duties as required.

#### **Qualifications:**

- post-secondary education or equivalent in a specialised field such as adult education;
- 1 - 3 years experience in adult education or related community work;
- small group facilitation skills;
- experience assessing adults' academic and non-academic needs;
- interpersonal skills combined with experience in working as part of a team, ability to train and supervise volunteers;
- create a supportive and welcoming environment conducive to learning for all participants (tutors and learners);
- knowledge of the OALCF and EOIS-CaMS would be an asset;
- ability to work evenings and weekend hours as required.

## Internal Job Posting

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**Status:** Temporary Contract (6 Months with possibility of extension)  
**Start Date:** ASAP  
**Hours:** 35 per week (evenings and occasional Saturdays required)  
**Rate:** \$24.39 per hour  
**Unit:** Adult Community Programs  
**Immediate Supervisor:** Coordinator, Adult Learning Programs  
**Posting Date:** December 17, 2018  
**Closing Date:** December 24, 2018  
**Note:** West Neighbourhood House provides accommodation during all parts of the hiring process, upon request, to applicants with disabilities. Applicants should make their needs known in advance.

**Please send resumes by 5:00 pm on the closing date to:**

Coordinator, Adult Learning Programs  
248 Ossington Ave.  
Toronto, ON  
M6J 3A2  
[judisn@westnh.org](mailto:judisn@westnh.org)