

External Job Posting

Literacy Worker (Contract)

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.

West Neighbourhood House is actively seeking applications from Indigenous, Black and People of Colour, persons with disabilities, women and persons of all sexual orientations and gender identities/expressions. Applicants with lived experience as a participant of West NH programs, or related programming from similar organizations, are also strongly encouraged to apply.

West Neighbourhood House will provide accommodation throughout the recruitment & selection process to applicants with disabilities. During any stage of the recruitment process, please indicate the nature of any accommodation(s) you may require. Any information received relating to accommodation measures will be addressed confidentially.

Responsibilities:

Work with the Adult Learning team to:

- Meet with potential learners to determine learning needs and goals;
- Assess learners' literacy, numeracy and/or digital literacy skills;
- Work with learners to develop personalized learning plans to help them reach their goals;
- Plan and facilitate literacy, numeracy and digital literacy instruction;
- Provide appropriate referrals to internal and external programs and services to support learner success;
- Create a supportive and welcoming environment conducive to learning for all participants (tutors and learners);
- Help co-ordinate the delivery of a one-to-one volunteer tutoring program by training and supervising volunteer tutors, in partnership with the Adult Learning team;
- Facilitate opportunities within and outside the program for learners to develop and use new skills;
- Maintain participant records and ensure the confidentiality of information;
- Infuse diversity, equity and inclusion into all parts of your work;
- Flexibility for scheduling and ability to work evenings and occasional weekends as program requires;
- Participate in West Neighbourhood House activities and other duties as required.

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Qualifications:

- Post-secondary education or equivalent experience in a specialised field such as adult education;
- 1 - 3 years experience in adult education or related community work;
- Small group facilitation skills in literacy and numeracy;
- Experience assessing adults' academic and non-academic needs;
- Excellent written and verbal communication skills in English
- Strong interpersonal skills, including ability to train and supervise volunteers;
- Strong teamwork skills and the ability to take initiative and work independently;
- Knowledge of the Ontario Adult Literacy Curriculum Framework (OALCF) and EOIS-CaMS would be an asset;

Status: Full-time Contract, until November 6, 2024 (CUPE Local 3393 Bargaining Unit Position)
Start Date: ASAP
Hours: 35 per week (days, evenings and occasional Saturdays required)
Rate: \$25.69 per hour
Unit: Capacity-building, Advocacy, and Social Change
Immediate Supervisor: Coordinator, Career Pathways and Adult Learning Programs
Posting Date: November 29, 2023
Closing Date: December 13, 2023

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

Hiring Committee
1033 King Street W.
Toronto, ON
M6K 3N3
jobs@westnh.org