

Literacy Worker

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.

This role will provide literacy and numeracy instruction to participants of Project Work. Project Work helps people who have an intellectual disability and require extra support to improve their work skills so they can find and keep entry-level jobs.

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 Neighbourhood House 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:

- Arrange and conduct intake and assessment to determine learners' learning needs and goals;
- Infuse diversity, equity and inclusion into all parts of the work.
- Plan and facilitate literacy and numeracy instruction to learners with intellectual disabilities; may be a combination of one-to-one and small groups;
- Develop and/or adapt employment-related learning materials for learners with intellectual disabilities;
- Develop learner plans, in collaboration with staff at West NH and Project Work, to enable learners to meet their goals;
- Collaborate with staff at West NH and Project Work to provide appropriate learner interventions;
- Provide appropriate referrals to internal and external programs and services to support participant 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;
- other duties as required.

West Neighbourhood House is an equal opportunity employer. We thank all applicants, but only those candidates to be interviewed will be contacted.

External Job Posting

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 Ontario Adult Literacy Curriculum Framework (OALCF) and EOIS-CaMS would be an asset;

Status:	Full-time contract, until March 31, 2024 (CUPE Local 3393 Bargaining Unit Position)
Start Date:	ASAP
Hours:	30 per week (evenings and occasional Saturdays required)
Rate:	\$25.69 per hour
Unit:	Community Economic Strategies
Immediate Supervisor:	Coordinator, Career Pathways and Adult Learning Programs
Posting Date:	May 25, 2023
Closing Date:	June 8, 2023

Please send your cover letter and resume by 5:00 pm on the closing date to:

Hiring Committee
248 Ossington Ave.
Toronto, ON
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jobs@westnh.org