



**Ka Ni Kanichihk Inc.**  
**Employment Opportunity**  
**Full-time Position (40 hours per week)**  
**Honouring Gifts Program- Essential Skills Instructor**

Ka Ni Kanichihk Inc. is a nonprofit, community based; Indigenous led human services organization that provides a range of Indigenous identified programs and services that focus on wholeness and wellness and that builds on the strengths and resilience of Indigenous Peoples.

Honouring Gifts is a pre-employment and life skills training program developed for Indigenous women ages 18-30. The program is designed to engage in a range of skill building activities such as: Essential Skills, life skills, basic computer training, two work internships, goal setting, cultural and historic teachings, resume and letter writing, portfolio development and certified trainings.

The Essential Skills Instructor is responsible for the delivery of the Honouring Gifts Essential Skills program curriculum. This includes coordinating the day to day operation and management of classroom delivery, lesson planning, student support, design and delivery of individualized structured workplace essential skills training plan, and aligning participant goals to assist in reaching sustainable employment. This while being flexible and responsive to learner needs, making necessary adjustments using culturally appropriate instructional methodologies, materials and resources.

**Working as part of an Education Team and independently, the classroom instructor will:**

- Deliver the Essential Skills Curriculum, and facilitate daily individual and group essential skills instruction.
- Maintain comprehensive and detailed participant document files, and create and submit monthly, quarterly and final reports.
- Provide ongoing employment, training and personal supports.
- Support students in sustaining work practicum placements.
- Develop and maintain a positive, safe, supportive learning environment.
- Demonstrate strong leadership, mentorship, and support to students.
- Provide assistance in the coordination and supervision of additional activities when requested.

**What You Bring**

- A commitment to cultural reclamation practices.
- Post-Secondary education in a relevant field or equivalent combination of education, or Certificate in Adult Education.
- Certification in Essential Skill instruction and previous experience working in a community-based organization is an asset.
- Minimum of three (3) years' experience working in a classroom or instructor setting, and demonstrated success in lesson planning and coordination, program management, and leadership skills.
- You can prepare and deliver lesson plans and activities according to a developed curriculum, and you know how to fine tune along the way.
- You can assess learning styles in the classroom and you mix it up using lectures, labs, land based, and other creative methods to help your learners learn.
- You can creatively problem solve, work within specific timeframes and meet deadlines.
- You have strong organizational skills, excellent communication, both written and oral, and professional work behavior.



**Here's a sample of the many benefits Ka Ni Kanichihk employees enjoy:**

Comprehensive Benefits including Health and Dental • Long-Term Disability • Life Insurance • Employer Contributed RRSP • Employee and Family Assistance • Training and Development opportunities • Free on-site parking • Employee appreciation events •

Candidates are required to provide a current Criminal Record Check, Child Abuse Registry Check, a valid driver's license, access to a vehicle, and a driver's abstract.

Ka Ni Kanichihk is committed to achieving employment equity; therefore, candidates are encouraged to indicate in their covering letter if they are of Indigenous ancestry.

A review of applications will begin immediately, with a closing date of Thursday, June 06, 2019 @4:30pm.

**To Apply:**

Please send the following in on attachment: Resume, Cover Letter, and three work related references to:

Fiorina Pasquarelli  
Human Resources Administrator  
Ka Ni Kanichihk Inc.  
455 McDermot Ave.  
Winnipeg, Manitoba R3A 0B6  
E-mail: [HR@kanikanichihk.ca](mailto:HR@kanikanichihk.ca)

*Ka Ni Kanichihk thanks all applicants, however only those selected for an interview will be contacted.*