



Trainer

Nimkee Nupigawagan Healing Centre
Job Description Summary
Contract Until March 31, 2026

Overview

Reports To: Executive Director

The Trainer supports the growth, knowledge, and professional development of staff, caregivers, and community partners by designing and delivering culturally grounded, trauma-informed, and strengths-based learning opportunities. Guided by Indigenous values, teachings, and ways of knowing, the Trainer works collaboratively with Elders, Knowledge Keepers, families, and communities to build capacity and enhance services for children, youth, adults, and families.

The Trainer identifies learning needs, develops and facilitates training programs, and evaluates their effectiveness to ensure staff are equipped with the knowledge, skills, and cultural understanding required to provide safe, respectful, and high-quality services. This role promotes continuous learning, mentorship, and reflective practice while supporting compliance with agency policies, legislation, accreditation standards, and community expectations.

Through an Indigenous lens, the Trainer fosters holistic wellness by recognizing the interconnectedness of spirit, mind, body, emotions, family, community, culture, and land. The Trainer helps strengthen cultural identity, promote reconciliation, and support decolonizing practices within the organization, ensuring that learning initiatives reflect Indigenous worldviews, community priorities, and the agency's commitment to self-determination and the well-being of future generations.

Key Responsibilities

Training Development and Delivery

- Design, develop, and facilitate training programs for new and existing staff.
- Coordinate orientation programs for employees, caregivers, and volunteers.
- Monitor new learning
- Develop training materials, manuals, presentations, and online learning resources, alongside the curriculum developer.

- Deliver training on topics, such as but not limited to:
 - Trauma-informed care
 - Indigenous cultural safety and humility
 - Child welfare legislation and standards
 - Child and youth development
 - Mental health and addictions
 - Crisis intervention and de-escalation
 - Pharmacology
 - Life is Sacred
 - Behaviour Management Systems
 - Non-Violent Communication
 - Therapy modalities
 - Case documentation and privacy requirements
 - Family preservation and reunification practices

Cultural Learning and Community Engagement

- Collaborate with Elders, Knowledge Keepers, and community members to incorporate Indigenous teachings and practices into training programs.
- Promote understanding of Indigenous history, cultures, languages, and the impacts of colonization, residential schools, and intergenerational trauma.
- Support staff in applying culturally responsive and strength-based approaches in their work with children, youth, and families.

Quality Assurance and Compliance

- Ensure training programs align with provincial/licensing requirements, child welfare legislation, accreditation standards, and organizational policies.
- Track training participation, certifications, and renewal requirements.
- Evaluate training effectiveness through feedback, assessments, and performance outcomes.
- Prepare reports and recommendations to improve learning and development initiatives.
- Developing, implementing, and maintaining a structured training guide and manual for new staff, including core competencies, policies, procedures, and best practices.

Coaching and Support

- Provide coaching and mentorship to staff and supervisors, as needed and when directed.
- Support implementation of new policies, procedures, and evidence-informed practices.
- Assist managers in identifying learning needs and developing staff development plans.
- Collaborating with management and frontline supervisors to assess training effectiveness and identify organizational training needs.
- Delivering or coordinating ongoing training sessions based on organizational needs and emerging practice gaps.
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- Support a culture of continuous learning and reflective practice within the organization.

- Participates as a member of the team in the achievement of departmental and team service objectives and targets.

Indigenous Cultural Safety & Decolonizing Practice

- Support organizational learning related to reconciliation, Indigenous history, Residential Schools, intergenerational trauma, anti-racism, and cultural safety.
- Work collaboratively with Elders, Knowledge Keepers, Traditional Counsellors, and community partners to ensure learning reflects Indigenous ways of knowing and community priorities.
- Promote cultural humility, relational accountability, and lifelong learning.

Learning Evaluation & Continuous Quality Improvement

- Evaluate training effectiveness through feedback, competency assessments, outcome measures, and quality indicators.
- Identify organizational learning gaps and recommend improvements.
- Support accreditation, licensing, and quality assurance activities.
- Assist with corrective action plans and organizational learning initiatives.

Information Governance & Indigenous Data Sovereignty

- Maintain training records and learning systems in accordance with privacy legislation, organizational policies, and Indigenous Data Sovereignty principles, including OCAP® where applicable.
- Support ethical information stewardship and organizational knowledge management.
- Ensure training materials and resources are culturally respectful and appropriately protected.

Knowledge Mobilization & Resource Development

- Develop manuals, guides, orientation resources, competency frameworks, checklists, videos, presentations, and online learning modules.
- Support the translation of organizational knowledge into practical learning resources.
- Maintain a library of training resources and best practices.

Training Coordination

- Develop and implement comprehensive training programs for employees across various levels.
- Conduct needs assessments to identify training requirements and create customized training modules.
- Facilitate in-person and virtual training sessions, workshops, and seminars.
- Evaluate the effectiveness of training programs and make necessary adjustments for improvement.
- Collaborate with departmental managers to ensure training programs align with organizational goals and objectives.
- Provide guidance and support to employees on best practices and workplace procedures.
- Design and distribute training materials, including manuals, handouts, and multimedia aids.
- Monitor and report on training program outcomes and employee progress.

- Maintain updated records of training activities and employee participation.
- Stay current with industry trends and advancements in training techniques and technology.

Qualifications

- Diploma or degree in Social Work, Child and Youth Care, Indigenous Studies, Education, Human Services, or a related field.
- Bachelor of Education preferred or willingness to work towards Teacher certification.
- Experience working within Indigenous child welfare, mental health, addictions, family services, or community-based programs.
- Knowledge of Indigenous cultures, traditions, and community-based approaches to healing and wellness.
- Experience designing and facilitating adult education and training programs.
- Understanding of trauma-informed, culturally safe, and anti-oppressive practices.
- Valid driver's licence and ability to travel within communities as outreach services, as required.
- Minimum 5 years of direct experience, preferably within an Indigenous or community-based child and family services agency.
- Demonstrated experience in training, mentoring, or leadership in a child protection context.
- Must produce a Broad Sector Check after receiving a letter of offer.
- Ability to speak an Indigenous language considered a major asset.
- Ability to travel and take various train the trainer opportunities
- Demonstrate excellent analytical, problem solving, negotiating, decision making, planning, organizational, administrative, and oral and written communication skills.

Core Abilities

- **Facilitation and Instruction** - Ability to effectively facilitate, teach, mentor, and engage diverse audiences using a variety of learning approaches and instructional methods.
- **Communication and Presentation** - Strong verbal, written, public speaking, and presentation skills, with the ability to communicate complex information clearly and effectively.
- **Relationship Building** - Ability to establish and maintain respectful, collaborative, and trusting relationships with staff, Elders, Knowledge Keepers, Traditional Counsellors, community partners, and multidisciplinary teams.
- **Critical Thinking and Problem Solving** - Ability to analyze information, assess learning needs, identify challenges, and develop practical solutions that support organizational goals and continuous improvement.
- **Organization and Time Management** - Strong planning, coordination, and organizational skills, with the ability to manage multiple priorities, timelines, projects, and competing demands.
- **Coaching and Mentorship** - Ability to support, guide, and encourage others while fostering professional growth, reflective practice, and continuous learning.
- **Adaptability and Innovation** - Ability to respond effectively to changing organizational needs, demonstrate initiative, and develop creative approaches to training and knowledge sharing.
- **Analytical and Evaluation Skills** - Ability to assess learning outcomes, interpret feedback, identify trends, and contribute to quality improvement initiatives.

- **Resource Development** - Ability to develop manuals, presentations, educational materials, online resources, reports, and practical learning tools that support organizational excellence.
- **Technology Proficiency** - Ability to utilize Microsoft Office applications, learning technologies, digital platforms, and information systems to support communication, training, and resource development.
- **Collaboration and Teamwork** - Ability to work effectively within multidisciplinary teams and contribute positively to a respectful, culturally safe, and supportive work environment.
- **Cultural Responsiveness** - Ability to work respectfully within Indigenous-led environments and demonstrate cultural humility, relational accountability, and a commitment to reconciliation and anti-oppressive practice.
- **Emotional Intelligence and Professionalism** - Ability to exercise sound judgment, maintain professional boundaries, and respond with empathy, respect, and professionalism in complex situations.
- **Commitment to Lifelong Learning** - Demonstrates curiosity, self-awareness, and a commitment to ongoing personal and professional development.

Core Values

- **Cultural Safety and Humility** - Demonstrates respect for Indigenous cultures, self-determination, teachings, traditions, and ways of knowing and is committed to cultural safety, cultural humility, reconciliation, and anti-oppressive practice.
- **Relational Accountability** - Values respectful, trusting, and collaborative relationships and recognizes the importance of accountability to youth, families, communities, Elders, Knowledge Keepers, colleagues, and partners.
- **Commitment to Healing and Wellness** - Understands that healing and wellbeing are interconnected and recognizes the importance of supporting spiritual, emotional, mental, and physical wellness through relationship-based and culturally grounded approaches.
- **Child, Youth, Family, and Community-Centred Service** - Recognizes that learning, healing, and wellbeing are strengthened through relationships and is committed to supporting culturally grounded, trauma-informed, and responsive practices that honour the strengths, voices, and priorities of children, youth, families, and communities.
- **Integrity and Professionalism** - Demonstrates honesty, ethical conduct, confidentiality, and professionalism while maintaining accountability and sound judgment.
- **Respect and Compassion** - Treats others with empathy, kindness, dignity, and respect and fosters environments where people feel safe, valued, and supported.
- **Continuous Learning and Growth** - Embraces curiosity, reflection, lifelong learning, and personal and professional development while encouraging growth in others.
- **Collaboration and Teamwork** - Values the contributions of others and works collaboratively to strengthen relationships, promote shared learning, and support organizational excellence.
- **Excellence and Quality Improvement** - Demonstrates initiative, accountability, and a commitment to continuous quality improvement, innovation, and high standards of practice.
- **Knowledge Sharing and Mentorship** - Believes in the importance of teaching, mentoring, and supporting others through respectful knowledge exchange and capacity building.

- **Stewardship and Responsibility** - Demonstrates responsible stewardship of information, resources, and organizational knowledge and recognizes the importance of Indigenous Data Sovereignty and ethical information management.
- **Adaptability and Innovation** - Approaches challenges with flexibility, creativity, and a willingness to embrace change and new opportunities for learning and improvement.
- **Hope and Empowerment** - Believes in the strengths, resilience, and potential of individuals, families, and communities and supports others in achieving success and wellbeing.

Working Conditions

- Work may take place in a variety of settings, including indoor program spaces, outdoor learning environments, community locations, outreach settings, and on the land.
- Work may involve periods of sitting, standing, walking, driving, and occasional lifting and carrying of program supplies, equipment, and materials.
- Work may involve exposure to varying weather conditions and the natural environment throughout all seasons.
- May involve evenings, weekends, flexible scheduling, overnight activities, or experiences based on organizational needs.
- The position requires maintaining physical, emotional, mental, and spiritual safety while working independently and collaboratively within diverse environments and sometimes changing circumstances.
- Work requires adherence to organizational policies, health and safety requirements, cultural protocols, and risk management practices while participating in land-based, community-based, and experiential activities.

Required Training

- ☐ Accessibility for Ontarians with Disabilities Act (AODA) Training
- ☐ Cultural Competency
- ☐ CPR First Aid
- ☐ ASIST Training/Life is Sacred
- ☐ CPI (Nonviolent Crisis Intervention)
- ☐ Fire Safety Training
- ☐ Fire Extinguisher Training
- ☐ Knowledge Test - Physical Restraints & Non-Use of Mechanical Restraints
- ☐ CCPC Global Accreditation Certification (Support Workers)
- ☐ Infection Prevention Training
- ☐ Hygiene Training
- ☐ Safe Food Handling
- ☐ Serious Occurrence Training
- ☐ WHMIS
- ☐ Workplace Violence Prevention

- ☐ Children's Residential Licensing Orientation Video
- ☐ Prohibited Methods of Discipline and Intervention
- ☐ Diversity Training (2SLGBTQIA+)
- ☐ Pharmacology Training

Closing Statement

The Trainer plays a key role in strengthening organizational capacity by supporting the growth, knowledge, and professional development of staff, caregivers, and community partners. Through culturally grounded, trauma-informed, and relationship-based learning, this role helps ensure services are safe, effective, and reflective of Indigenous values, community priorities, and continuous quality improvement.

Accessibility and Equity Statement

As an Indigenous-led organization, Nimkee Nupigawagan Healing Centre is committed to fostering a culturally safe, trauma-informed, inclusive, accessible, and respectful workplace that honours Indigenous ways of knowing and promotes equity, dignity, and belonging.

Accommodations are available in accordance with the Accessibility for Ontarians with Disabilities Act (AODA), the Ontario Human Rights Code, and organizational policies throughout the recruitment, selection, and employment processes.

Preference may be given to qualified Indigenous applicants (First Nations, Métis, and Inuit) in accordance with applicable human rights legislation and organizational hiring policies.

<i>I acknowledge that I have received and reviewed this job description and understand the responsibilities and expectations of the role. I understand that these duties may be amended from time to time to meet the operational needs of the organization.</i>	
Employee Signature	Date
Printed Name	