



## EMPLOYMENT OPPORTUNITY

### Mnaasged Child and Family Services

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| <b>POSITION TITLE:</b> Staff Trainer | <b>CLASSIFICATION:</b> Permanent Full-time   |
| <b>CLOSING DATE:</b> May 15, 2026    | <b>SALARY:</b> \$50,000 - \$62,081 Based on experience and qualifications<br>(Salary Level Under Review) |

#### **GENERAL DESCRIPTION**

Reporting to the Director of Services or designate, the Staff Trainer is responsible for developing training work plans and lesson plans, developing training curriculum and coordinating and delivering training sessions to address all Agency and child welfare capacity development training requirements.

#### **RESPONSIBILITIES:**

##### **Coordinate and Implement Training Needs Analysis:**

- Conduct staff surveys and management sessions to identify training needs and requirements
- Research training initiatives and opportunities

##### **Develop Training Work Plans:**

- Develop individual training plans in cooperation with Supervisors
- Negotiate with training facilitators and other agencies to develop costs estimates

##### **Develop, Coordinate and Deliver Training Sessions:**

- Develop training resources and training packages for participants
- Schedule training sessions using approved training work plans
- Collaborate with other agencies in the coordination and delivery of training sessions

##### **Administration and Reporting:**

- Ensure confidentiality and safekeeping of all Agency documents and records
- Prepare and deliver summary reports on training activities
- Follow the MCFS human resources, finance and other policies and procedures in the performance of duties

#### **QUALIFICATIONS**

##### **Minimum Education**

- Bachelor of Education degree, professional training certification
- Master of Education is ideal and would be an overall organizational asset

##### **Minimum Experience**

- Three (3) years' training experience developing and delivering training curriculums and lesson plans
- Experience working with Indigenous people, organizations and communities
- Respect for, sensitivity towards as well as knowledge and understanding of member Nation cultural practices

#### **SPECIAL SKILLS**

- Excellent computer skills with MS Office software
- Excellent oral and written communication skills
- Excellent time management skills

#### **Other Requirements**

- Must provide a clear Police Records Check with Vulnerable Sector Check
- Must have a Class 'G' Ontario Driver's License, access to a vehicle and the ability to travel
- Must have \$2M insurance coverage
- Must be able to work some evenings and weekends as required
- Must provide three (3) work related references

For a full job description, please Contact Carol Antone, HR Developer at [hr.developer@mnaasged.com](mailto:hr.developer@mnaasged.com)  
519 289-1117 ext. 237

Mnaasged gives preference to any First Nation applicants for any employment opportunities as per  
Section (16)1 of the Canadian Human Rights Act.

Please forward your cover letter, resume and 3 working reference letters to:  
Human Resource Department, Mnaasged Child and Family Services  
311 Jubilee Rd. Muncney, ON N0L 1Y0 at [confidential.hr@mnaasged.com](mailto:confidential.hr@mnaasged.com)

**Only those selected for an interview will be contacted**