

# Christian Horizons

Christian Horizons is a non-profit developmental service organization that operates in Ontario, Saskatchewan, and internationally in places like Ethiopia and Haiti. Our Vision is that people who experience disabilities belong to communities where their God-given gifts are valued and respected. Every position in our organization plays a vital role in achieving this, and our goal is to find a candidate who can help us achieve our Values, Vision, and Mission. Visit our website: <https://christianhorizons.org/> for more information.

## **Permanent, Full-Time Workplace Learning Manager (40 hours/week) Waterloo Office\***

The Workplace Learning Manager develops, delivers, coaches, and supports learning to Christian Horizons' direct support employees, managers, supervisors, and people who use our services. They equip, coach, and support Christian Horizons' District Learning and Development Managers and Learning Facilitators to maintain excellence in course delivery.

\*The Workplace Learning Manager supports all Canadian locations. Therefore, the successful candidate may work out of the Waterloo office or another district office (depending on space availability). Christian Horizons operates offices in Waterloo, London, Toronto, Huntsville/Sudbury, Peterborough/Durham, Ottawa, and Saskatoon).

### **Responsibilities:**

- Collaborate with subject matter experts (SMEs) and stakeholders to initiate needs assessment, research, and consult regarding new learning products and ongoing development/updates.
- Design learning products for diverse audiences.
- Utilize instructional design models and incorporate accessibility features (e.g., closed captioning, etc.).
- Create learning objectives that align with Christian Horizons Values, Vision, and Mission, Strategic Plan, policies and procedures.
- Develop and utilize learner centred activities, such as polls, videos, questions, scenarios, demonstrations & practice, etc.
- Create engaging learning content in a variety of formats, including reference guides, facilitator notes, eLearning, videos, job aids, etc.
- Create attendee action items for on-the-job application.
- Develop products for in-person and virtual sessions, eLearning, etc.
- Create pre and post course tests and course evaluations. Track, report, and act on findings.
- Design learning products for team-based learning using program assessments.
- Review and update existing courses and materials.
- Model effective presentation skills and adult learning principles when delivering in-person or virtual courses.
- Support and coach facilitators in presentation skills and accurate delivery of course content.
- Equip and recertify instructors in courses and significant course updates.
- review current virtual, in-person and eLearning modules and update as required.
- Summarize evaluation feedback based on course content, delivery, and on-the-job application. Report on findings with stakeholders and in organizational reports.
- Evaluate and report on the use of the Developmental Service Worker Apprenticeship program organizationally.

### **Requirements:**

- 5+ years of previous work experience in the Developmental Services sector, considered an asset.
- Extensive experience with people who experience intellectual and developmental disabilities.

***We thank all applicants; however, only those selected for an interview will be contacted.***

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- Bachelor's degree in social services, Developmental Service Worker Apprenticeship/Diploma, Bachelor of Education, Degree/Diploma in Adult Education, Instructional Design.
- Working knowledge of a Workplace Learning approach (70/20/10), including adult learning principles.
- Presentation Skills (in-person and virtual).
- Experience in course development, including proven organizational skills, detail orientated, ability to prioritize.
- Advanced knowledge of MS Word, Excel, PowerPoint software application, and online meeting platforms (e.g., Zoom, MS Teams).
- E-learning development tools and software an asset.
- Ability to work collaboratively in a team environment.
- Valid driver's license and reliable vehicle.

**Relevant Core Competencies:** (for more information, see <https://www.dscorecomp.com/>)

While all ten core competencies are relevant to this role, our recruitment process will focus on the following:

- Building Relationships
- Championing Change
- Facilitating Growth and Development
- Problem Solving and Decision Making
- Valuing Equity, Diversity, and Inclusion

## Why Should You Apply?

- Competitive Wages
- Comprehensive Benefits Package for Full-Time and Part-Time Positions
- Career Development and Training Opportunities
- Flexible Schedules
- Employee Discounts

## Application Deadline: May 28, 2023

Apply with a cover letter and résumé by **May 28, 2023**, to the attention of the Director of Workplace Learning at: [jobs@christian-horizons.org](mailto:jobs@christian-horizons.org)

*Christian Horizons seeks to hire a workforce that represents the diversity of our communities where we serve. We are committed to promoting communities of belonging where Black, Indigenous, and People of Colour feel valued, respected, represented, and heard. We encourage applications from qualified candidates from members of groups with historical or current barriers to equity. All persons may apply regardless of religion or any Human Rights Code protected grounds. We seek to provide accessibility through all stages of the hiring process for all applicants with disabilities, consistent with our Accessibility Policies and the AODA. Please let us know if you require an accommodation, and we will work with you to meet your accessibility needs.*

*\*\*It is a requirement of employment to be fully vaccinated against COVID-19. The successful candidate will be required to provide proof of vaccination.*

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