

CarltonTrailCollege.

Attached is a posting for a Mental Health and Addictions Counselling Instructor currently available in Punnichy. Applications must be accompanied by an updated resume.

This competition will end on **April 23, 2024**. Applications received on or before that date will be considered. To apply, please forward a letter of application quoting the competition number as indicated on the attached posting detail. Please forward (by e-mail or mail) all applications to:

Human Resources Department
P.O. Box 720
Humboldt, SK S0K 2A0
careers@carltontrailcollege.com
Tel: 306-682-2623

Position Title:	Instructor
Classification:	Instructional
Position Description:	Attached
Appointment Dates:	November 26, 2024, to October 17, 2025 123 days plus Practicum Monitoring (<i>plus an allowance for coursework commensurate with program changes and incumbent's qualifications</i>)
Hours of Work:	To Be Assigned
Wage:	As per Collective Agreement depending on qualifications and experience
Location:	Punnichy

POSITION SUMMARY

The Mental Health and Addictions Counselling Instructor position is an in-scope position reporting to the Business and Skills Training Director. The incumbent will provide instruction for Year 1 of the Mental Health and Addictions Counselling diploma program and support learners through Practicum Placement.

DUTIES AND RESPONSIBILITIES

- Provide instruction in the Mental Health and Addictions Counselling program
- Manage the classroom to ensure a safe and optimum learning environment
- Provide appropriate evaluation, assessment and feedback to students
- Maintain records of achievement, attendance and other student-related information and report such information as required to appropriate individuals
- Identify resources and equipment appropriate to support curriculum/course implementation
- Be aware of and responsive to accommodation of special learning needs, including equity groups and diverse learners
- Respond to curriculum/course demands and make necessary adjustments according to learner needs
- Engage learners in learning activities designed to strengthen ties to work and/or career development
- Develop working relationships with appropriate external partners and employers supporting students in practicum placement
- Pursue professional development opportunities to keep current with employer and educational requirements
- Work cooperatively in an interdependent team environment
- Demonstrated familiarity with the tools and technologies that support working remotely
- Demonstrated competence and recent experience supporting students through online course delivery, instruction, and development including understanding online education platforms (ie: Brightspace)
- Apply regulations and policies adopted by Carlton Trail College

KNOWLEDGE, SKILLS AND ABILITIES

- Excellent communication skills, oral and written
- Excellent interpersonal skills and problem-solving skills
- Demonstrated ability to work with individuals with special learning needs
- Demonstrated ability to value diversity and work with people from varying equity groups
- Ability to organize time effectively
- Effective instructional ability
- Ability to apply the current theories and models of care for mental health and addictions counselling and the principals of adult education
- Small group facilitation skills and leading, modeling and teaching interaction skills
- Understanding of and ability to practice utilizing academic integrity guidelines
- Proven ability to work independently and make sound decisions while maintaining good judgment in keeping supervisor, coworkers, partners, employers and students apprised of important developments.
- Ability to adapt to changes in the work environment, structure, processes, requirements or cultures.
- Ability to maintain confidentiality of personal information at all times and in accordance with Local Authority Freedom of Information and Protection of Privacy Act
- Exemplifies the College's cultural values of accountability, respect, commitment, innovation and integrity.
- Demonstrated ability to set high standards for oneself and others and accepting responsibility for all actions
- Demonstrated ability to keep the organizations vision and guiding principles at the forefront of decision making and action

EDUCATION

- Undergraduate degree in Addictions or in a related field with an emphasis on mental health and addictions
- Eligible for certificate with the CACCF (Canadian Addiction Counsellors Certification Federation)

EXPERIENCE

- Minimum two years recent and relevant counselling/teaching experience in the specialty area of addictions counselling and mental health
- Experience in Adult Education is considered an asset