

We're hiring:  
**Teacher**

**CLOSING DATE**

Open until position is filled

**ON-SITE**

Monday - Sunday, One week on,  
one week off rotation

Our staff say the benefits of working here include: "The family oriented atmosphere is great. We are helping play a part in changing the lives of people who are struggling."



**Overview**

The Teacher is responsible for the academic program that provides learning opportunities for the youth at the Charles J. Andrew Healing Centre (CJAHC). The Teacher will foster a positive learning environment and plan, organize, and prepare the educational program to meet the academic levels and needs of the youth. They will be responsible to provide support, observe and record the progress of their class while keeping up to date with developments of the subject areas, new resources, new methods, and teaching objectives for multiple grade levels. Where possible the Teacher will integrate learning opportunities with CJAY's Land-based program.

**Responsibilities**

Under the supervision of the Clinical Program Manager as part of the various workgroups and teams, the Teacher performs the following services at CJAHC

- Works with the client to prepare a detailed plan focused on building literacy and numeracy
- Prepares a general curriculum that will serve as the core for individual and group teaching exercises
- Prepares lesson plans that include updated and relevant materials such as books, audio-visual tools, and videos to enhance learning

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- Encourages students to apply themselves to their studies
- Establishes student evaluation process to assess learning
- Provides individual teaching assistance to students as needed
- Organizes and supervises educational learning opportunities beyond the standard classroom lesson such as field trips, guest speakers, volunteering, etc.
- Assesses and records clients' progress through report cards and keeps records to ensure work is understood and completed
- Provides regular reports to other members of the CJAY team on client progress
- Provides advice and guidance to clients to prepare them for potential work placements, additional training and furthering their post-secondary careers
- Identifies and communicates to the team any further developmental needs and strategies aimed at improving client learning
- Offer one on one teaching in a one room classroom to multi grade level students that meets the diverse needs of learners
- Meets with parents to discuss the academic progress of the youth as necessary

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- Complete all paperwork as needed such as bi-weekly time sheets and leave requests
- Complete documentation of incident reports, medical reports, and case notes as required
- Responsible for completing Jordan's Principle annual report

**Qualifications**

- Hold a Valid Teaching Certificate (Provincial Standards) with the province of Newfoundland and Labrador with competencies in teaching Math, English, Communication Skills And/or Indigenous Studies

OR

- Professional Teaching Certificate recognized by Indigenous Governments

**Assets**

- Must be very organized and able to multi-task while maintaining efficiency and accuracy
- Can function in a computerized environment including a working knowledge of Microsoft Office programs such as Word, Excel and PowerPoint
- High level of professionalism and able to maintain confidentiality at all times

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- Able to work under pressure and in crisis situations
- Knowledge of Indigenous traditions and customs including natural healing is an asset

**How to Apply**

- Please submit your resume to:  
[fallingham@cjay.org](mailto:fallingham@cjay.org)
- For more information please contact:  
Felicia Allingham @ 709-497-8995 Ext 224

**Benefits**

- Health & Pension Plan (50% employer matched)
- Employee Assistance Plan
- Generous Leave Package
- Professional Development Opportunities



# Employment Resume Screening

Candidate: Position applied for:	Completed by: Date:

<b>Qualifications</b>
<b>Educational</b>
<b>Experiential</b>

	Included	Not Included	In progress		
<b>1. Three references provided</b>					
Comments:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<b>2. Criminal Record Check</b>					
Comments:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<b>3. Vulnerable Sector Check</b>					
Comments:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>4. Proof of Education and Certifications</b>					
Comments:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>5. Copy of Driver's Abstract</b>					
Comments:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>6. Copy of Driver's Licence</b>					
Comments:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>7. Proof of Vaccination</b>					
Comments:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<b>8. Proof of eligibility to work in Canada</b>
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- Indigenous Canadian
- Canadian Citizen
- Permanent Resident
- Open Work Permit
- Student Work Permit (Eligible hours)
- Temporary Resident Permit
- Current Refugee Status

Follow up required for taxation purposes

YES

NO

**9. Proceed with Interview (Screeners rationale)**

Comments: