

Community Literacy Worker/Instructor, Adult Learning

(1) Part time Position / 28 hours per week

Location: Lakeshore

Salary Range: \$44,458.72 - \$50,949.43 (\$24.26 - \$29.11 per hour)

This is an existing opening. No AI will be used to screen, access or select candidates

LAMP is a HOOPP Employer offering pension and a variety of excellent benefits!

Organization Background

LAMP Community Health Centre is a multi-service, community based charitable organization that provides a wide range of programs and services to improve a person's health. LAMP uses a co-ordinated approach to connect people to medical services and other programs that build personal resources. By providing services that improve physical, emotional, social and economic well-being, people can better control their health and environment.

Our organization is grounded in principles of health equity, and we are committed to delivering services and programs through an anti-racism, anti-oppression lens. We strive to create a healthier community by putting people first and addressing systemic barriers to care.

Job Summary

At the heart of our work is an interdisciplinary approach that delivers holistic, community-based care – with a strong focus on individuals who experience barriers to accessing health services. Our team is deeply committed to inclusivity and works within the social determinants of health framework, emphasizing prevention, health promotion, and client education.

Reporting to the Manager, Health Promotion & Community Supports, the Community Literacy Worker supports adult learners in South and Central Etobicoke through small group instruction focused on literacy, digital skills, and life skills. The role includes intake, assessment, instruction, volunteer coordination, and administrative support (e.g.- collecting data and reporting). Working within an interdisciplinary team, the Literacy Worker fosters a welcoming, learner-centered environment and ensures alignment with program goals and organizational policies.

Our location of service is in South Etobicoke

Full job descriptions are provided to potential interview candidates.

Primary Responsibilities

- Conduct intake interviews, assessments, and placement of learners into appropriate programming.
- Implement the Ontario Adult Learning Curriculum (OALC) and maintain accurate records in EOIS-CaMS.
- Design and facilitate multi-level group learning sessions in reading, writing, digital literacy, and life skills.
- Provide referrals to internal and external services, including LBS and Employment Ontario providers.
- Supervise afternoon/evening programs and support tutor-led groups.
- Recruit, train, and support volunteers and tutors, including guidance on digital tools and essential skills.
- Maintain and organize the Adult Learning Resource Library, including digital technology tools.

- Record attendance, log case notes, and manage data entry in EOIS-CaMS and Better Impact databases.
- Schedule tutor-learner matches and manage group rosters.
- Support conflict resolution and foster a positive, inclusive learning environment.
- Assist with purchasing, resource management, and maintaining a clean and organized program space.
- Participate in team meetings and contribute to continuous program improvement.
- Perform other duties as assigned.

Required Qualifications

- Diploma or degree in Human Services, Adult Education, or a related field.
- Must have a minimum 3 years of experience in adult learning or community-based literacy programs.
- Knowledge of the Ontario Adult Learning Curriculum Framework (OALCF), EOIS-CaMS, and Employment Ontario systems.
- Experience working with diverse adult learners and understanding of literacy issues and social determinants of health.
- Strong facilitation, instructional, and organizational skills, especially in multi-level and blended learning environments.
- Commitment to anti-oppression, harm reduction, and learner-centered approaches.

What We Offer

For qualifying full-time and part-time employees and pro-rated to full time equivalent:

Comprehensive Health & Wellness Coverage

- Extended health and dental: coverage for prescription drugs, vision, health practitioners and more
- Group life insurance
- Employee Assistance Program (EAP): free, confidential support
- Healthcare discounts via Altum Health for services like massage therapy and physiotherapy
- Free access to Calm (Meditation, sleep stories, self-care tools) and access to employee engagement platform Motivosity
- 4 weeks of vacation to start plus paid sick days
- 11 paid statutory and organizational holidays
- Pension: membership in the **Healthcare of Ontario Pension Plan (HOOPP)**

Growth, Purpose & Community Impact

- Paid orientation, ongoing training, and professional development opportunities
- On-site and e-learning, plus access to course fee support
- Opportunities to serve diverse communities through inclusive, client-centered care
- Collaborative work environment focused on innovation and continuous improvement
- Active involvement in internal/external committees and community partnerships
- A workplace committed to equity, diversity, and removing barriers to accessibility

LAMP Community Health Centre is dedicated to achieving a workforce that reflects the diversity of the community it serves and encourages applications from equity seeking groups. Requests for accommodation due to disability can be made at any stage in the recruitment process.

Please send your resume with a cover letter to **Human Resources:**

Email Address | recruiting@lampchc.org

Subject | *Job Opening for Community Literacy Worker/Instructors, Adult Learning Programs*

External Deadline | *Open until filled*

We thank all applicants for their interest. However, only those selected for interviews will be contacted. No phone calls please.