



Competition No.:	2019-26
Position:	Men's Cultural Programing Coordinator
Classification:	D.O.Q.
Conditions:	Full-time, Permanent (subject to funding approval)
Department:	Cultural Department
Location:	360 Broadway Avenue (and various community locations)
Date Posted:	March 7, 2019
Closing Date:	4:00 p.m. on March 21, 2019
How to apply:	Email: tamara.cardinal@secfs.org Fax: (204) 947 – 0009

Forward your resume (with references) and cover letter stating clearly how you meet the qualifications stated in this job posting. Please cite the competition number and position in the subject line when submitting by email or fax.

Preference will first be awarded to: qualified Aboriginal candidates (First Nations, Inuit or Metis) and Southeast community members meeting the position requirements. We thank all who apply, however, only those candidates selected for an interview will be contacted.

Southeast Child & Family Services (SECFS) provides a full range of services under the CFS Act, CFS Authorities Act and the Adoptions Act, with the primary responsibility to provide culturally appropriate services to both on and off reserve families and children who have a legal and cultural-affiliation with the First Nation communities served by SECFS.

DUTIES AND AREAS OF RESPONSIBILITIES:

Managing Regular Male Programs

- Program Development
- Outreach to youth, fosters, workers & referrals
- Posting schedules
- Communicating with CICs via social media and text
- Contacting fosters
- Organizing transportation
- Attending programs
- Program evaluation and reports
- External program referral, registration forms, transportation (eg. Two spirit programming)

Young Men's & Boy's Retreats & Events

- Retreat and Event Planning
- Coordination with service providers
- Registration and intake
- Organizing transportation
- Attending retreats
 - Incidents, medication, etc.
 - SECFS supervision

Managing Male Cultural/Action Therapists

- CIC referrals to therapists
- Maintain communication with therapists – intake reports, incidents, etc.
- Posting suggested community and cultural events, volunteer opportunities, for therapists etc.
- Other duties as assigned

QUALIFICATIONS:

- Minimum Grade 12 or GED; Preferred education or work experience equivalent in social or community services and/or a minimum of 2 years work experience in community service planning, delivery and administration;
- Knowledge of Aboriginal culture and experience working with Aboriginal persons; understanding of the rural cultural environment;
- Knowledge of Ojibway will be considered an asset;
- Effective written, verbal and non-verbal communication skills and networking abilities; Ability to engage people to build trust and rapport; effective verbal and listening communication skills;
- Proficiency in applicable software programs including Microsoft Office (Word, Excel, Outlook);
- Group facilitation, team building and decision making skills; ability to problem solve and take initiative; Ability to lead, plan, coordinate and facilitate meetings; Self-motivated individual with the ability to work with minimal supervision in a team oriented setting;
- Excellent case and file management skills, stress management and time management skills, ability to meet deadlines;
- As per condition of employment, the incumbent must be able to work flexible hours, including evenings and/or weekends so as to participate in the activities required of the job position;
- Satisfactory Criminal Records Check, Prior Contact Check, Child Abuse, Adult Abuse Registry checks are a requirement of all SECFS positions;
- Must have a valid Manitoba driver's license and reliable transportation.