



Competition No.: **2020-67**
Position: **On-Reserve Program Coordinator**
Classification: **D.O.Q. (Depends on Qualifications)**
Conditions: **Full-Time Permanent (benefits immediately and non-unionized)**
Location: **Southeast Child & Family Services Communities**
Date Posted: **September 22, 2020**
Closing Date: **Open until filled**
How to Apply: **Email: hr@secfs.ca Fax: 204.947.0009**

Job Summary:

Responsible for providing services to children and families under the Agency mandate and incorporating Community culture and values. Inherent in this responsibility is working with families to strive to keep them intact while taking into consideration the “best interests of the child”.

Qualifications & Position Requirements:

- Demonstrated understanding and appreciation of Anishinaabe cultural beliefs, values, norms, ceremonies and teachings
- Demonstrated ability to work respectfully and effectively with the First Nation Communities (i.e., leadership, children, families, colleagues, collaterals) as well as an understanding of the communities’ norms and protocols
- Experience working from a harm-reduction, trauma-informed, inclusion mode approach
- Relevant post-secondary education and/or a minimum of three (3) years’ experience working in a related field (a combination of education, training and experience will be considered)
- Ability to work independently and as part of a multi-disciplinary team
- Strong communication skills (i.e., oral and written) combined with the ability to:
 - Lead and assist with group facilitation
 - Design, coordinate and facilitate meetings
 - Research and deliver relevant presentations and workshops
 - Plan, organize and deliver culturally-based programming, retreats, events, etc.
- Demonstrated ability to manage a wide range of projects relative to time-sensitive deliverables
- Excellent case management skills, as well as skills relevant for stress and time management
- Strong organizational skills with the demonstrated ability to ensure that all relevant paperwork and/or bring-forward dates are managed
- Proficiency with MS Office (i.e., Word, Excel, Outlook, PowerPoint)
- Proficiency with Internet-related research and work-related applications
- Ability to speak Ojibwe is an asset
- Valid driver’s license and use of a personal vehicle
- Must be able to work flexible hours, including evenings and/or weekends
- A satisfactory Criminal Record Search, Child Abuse Registry Check and Prior Contact Check

Application Process:

Please forward your résumé (with three [3] references) and a cover letter stating clearly how you meet the qualifications. Cite the competition number and position in the subject line when submitting by email or fax.

Preference will be given to Southeast members and Aboriginal (First Nations, Métis or Inuit) candidates meeting the position requirements. All Aboriginal applicants are asked to self-declare within their cover letter. We thank applicants; however, only those candidates selected for an interview will be contacted.

We offer exceptional health/vision/dental; annual leave; pension; and, life insurance benefits