



Competition No.: **2021-04**
 Position: **Prevention Reporting Coordinator**
 Classification: **\$75,000 – \$85,000 per annum**
 Conditions: **Full-Time (Non-Union position)**
 Location: **360 Broadway (as base with extensive travel to communities)**
 Date Posted: **February 10, 2021**
 Closing Date: **4:30 p.m. on February 25, 2021**
 How to Apply: **Email: hr@secfs.ca Fax: 204.594.0499**

Job Summary:

Reporting to the Executive Director, the Coordinator is responsible for assisting in the support of community-based programming along with evaluating the outcomes and collection of data from such programs and/or events. The Coordinator will ensure that communities are meeting their prevention reporting requirements, including documented financial expenditures of each program or event.

Qualifications & Position Requirements:

- Demonstrated understanding and appreciation of Anishinaabe cultural beliefs, values, norms, ceremonies and teachings
- Demonstrated ability to work respectfully and effectively with First Nation communities i.e., leadership, children, families, colleagues, collaterals, as well as have an understanding of the Southeast communities
- 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)
- Track characteristics of the children or adults who are receiving support services i.e. at home, removed from the home, first time, closed or reopened within twelve (12) months of file closure, case reopening, etc.
- Monitor and track community-based initiatives along with financial expenditures i.e. cultural awareness, community well-being, parenting programs and workshops, preventative support/intervention, etc.
- Assisting Community Teams in overseeing costs related to operational activities i.e. salaries, supplies, office rental, insurance, travel, interpretation services, etc.
- Provide regular financial reports to each community to assist Teams in staying within budget
- Create a data base on the effectiveness of community prevention programs so that information can be shared between communities
- Ability to work independently and as part of a multi-disciplinary team
- Strong oral and written communication skills
- Demonstrated ability to manage a wide range of projects relative to time-sensitive deliverables
- Strong stress and time management skills
- 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. Excel, Word, Outlook, PowerPoint
- Proficiency with Internet-related research and work-related applications
- Ability to travel to communities
- 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
- 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 Indigenous (First Nations, Métis or Inuit) candidates meeting the position requirements. All Indigenous applicants are asked to self-declare within their cover letter. We thank all 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