



NOKIIWIN
TRIBAL COUNCIL

Position Profile – Mino-niigaanendmowin Site Facilitators

Supervisor:	Executive Director Some supervision by the Mino-niigaanendmowin Project Coordinator
Hours of Work:	35 hours per week
Salary:	To be determined

Summary of Position:

Nokiiwin Tribal Council requires site facilitators to provide information, intake, assessment, counselling, and referral services to registered clients and employers accessing the Mino-niigaanendmowin program. Site facilitators will be responsible for communication to First Nation communities, program participants, and employers. They will work in a dynamic service delivery environment, work closely with other team members, and be able to work independently.

Site facilitators are required at four hubs throughout the region served by Nokiiwin Tribal Council: Pic Mobert First Nation, Kiashke Zaaging Anishinaabek, Thunder Bay/Fort William First Nation, and Binjitiwaabik Zaaging Anishnabek/Beardmore.

Main Duties:

Intake & Assessment

- Establishes eligibility criteria according to agency standards and program guidelines
- Provides initial intake prior to referral for services
- Ensures clients understand resources available to them
- Gathers statistical information required by funders.
- Refers clients to other community services as appropriate

Client Services

- Provides assessment service according to agency standards.
- Establishes and maintains complete file documentation including the procurement of such legal records as necessary maintaining computer data base of all clients.
- Monitors active clients on a regular basis.
- Completes follow-up on clients who have completed the program.
- Completes all paperwork and monitoring of clients on government programs as per requirements.
- Provides ongoing support to clients, throughout the process and during follow up activities.
- Participates in case conferencing process.
- Refers and pre-screens clients for employers ensuring a good placement/job match- Develop a plan with clients for marketing their skills/abilities to prospective employers.
- Assists with program design and delivery.

Documentation

- Responsible for the recording and submission of monthly statistics.
- Generates reports of employer and client-related activities
- Develop a marketing plan specific to client needs.
- Documentation/charting of client files according to program and agency standards
- Ongoing information exchange with funder as required or directed

Marketing

- Promotes program to recruit clients
- Markets individuals, Project objectives and services to employers.
- Advocates on behalf of clients, provides support to employers/clients once placement or referral has been made.
- Liaises with other agencies to promote networking.
- Represents organization at committees/organizational meetings.
- Provides when appropriate information regarding other programs and services

Programming

- Participates in strategic planning process.
- Participates in unit meetings as required.
- Participates in training and staff meetings.

Other duties as assigned by Project Coordinator and/or Executive Director.

Accountabilities:

- Site Facilitators are accountable to the Board of Directors, Executive Director, Project Coordinator, Government, and Project funders as appropriate.
- All Nookiiwin Tribal Council Human Resource Policies and Procedures apply.

Working Conditions:

- Ability to travel and work in Nookiiwin communities
- Site Facilitators will be sharing office/classroom space on First Nations and will be expected to be good office mates
- Must have valid Ontario Drivers licence and access to reliable transportation

Impact of Error:

Errors in omission, analysis, judgement, and in the rendering of advice could lead to inequitable outcomes, and/or legal and/or financial ramifications

Errors could lead to confusion in all communities; a breakdown of relationships between communities and/or with the tribal council; conflicts between Board members or between Board and staff; and unfavourable public relations

Control:

This position is subject to policy and direction from by-law or resolution, government legislation, and generally accepted financial policies, management practices, and professional conduct.

The following signature confirms that the Mino-niigaanendmowin Site Facilitator acknowledges, understands and agrees to fulfill the duties and activities outlined in this job description.

Accepted By: _____

Date: _____

Approved By: _____

Date: _____