



Nokiiwin
TRIBAL COUNCIL

MAILING ADDRESS 384 Fort William Road
Thunder Bay, ON P7B 2Z3

HEAD OFFICE Biinjitiwaabik Zaaging
Anishinaabek
General Delivery
Macdiarmid, ON P0T 2B0

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Position Profile: Accommodations Advisor

Supervisor: Community Development Manager

Hours of Work: 35 Hours per week

Salary: TBD

SUMMARY OF POSITION

The Accommodations Advisor will work to deliver the *Giiniwenama* Indigenous Disabilities Accommodation Project. Working with other Nokiiwin staff and the Disabilities steering committee, they will work to develop an Indigenous Disability Accommodation Policy. They will recruit employers to participate in the program and work closely with them to facilitate their adoption of the Indigenous Disability Accommodation Policy.

PROBATIONARY PERIOD

3 months

PREFERRED QUALIFICATIONS

- Post-secondary degree or diploma in a related field such as human resources, Indigenous studies, disability studies, or another related field
- Knowledge of issues around disability accommodation in the workplace
- Ability to work with employers to update policy and raise awareness around disability accommodation issues
- Excellent written and verbal communication skills
- Theoretical and practical experience in policy development and implementation
- Knowledge of relevant legislation and regulations
- Strong writing, communications, and planning skills
- Demonstrated ability to work interdependently under tight deadlines
- Ability to travel and work in Nokiiwin communities
- Must be computer literate in Microsoft Office
- Fluency in Anishinaabe, knowledge and appreciation of Anishinaabe culture and heritage are assets
- Valid Driver's License and current satisfactory Criminal Reference Check is required

MAIN DUTIES

Develop Indigenous Disabilities Accommodation Policy

- Recruit a team of Indigenous knowledge holders and subject matter experts
- Working with the team, create a workplace disability accommodation policy based on the Indigenous perspective of disability
- Create materials (posters, training materials, etc.) around the policy to enable it to be adopted by employers

Recruit employers into the program

- Working with the disabilities steering committee, recruit employers to participate in the Giiniwenama program by hosting placements and/or adopting the Indigenous Disability Accommodation policy
- Make expectations clear to employers

Work with participating employers

- Support employers in implementing the Indigenous Disability Accommodation policy
- Hold a training session for representatives from participating employers on the Indigenous Disability Accommodation
- Working with the Project Coordinator, arrange for the participating employers to host placements
- Provide ongoing support to employers during placements and arrange for employers to be reimbursed

General project administration

- Manage expenditures on their area of responsibility
- Track performance on deliverables and communicate with funder on progress as required
- Manage contractors
- Maintain records in a confidential manner

Special Projects and Other Duties

As assigned by the Community Development Manager, Executive Director, and/or Nokiiwin Board of Directors

ACCOUNTABILITIES

- The Accommodations Advisor is accountable to the Community Development Manager, Board of Directors, Executive Director, Government and Project funders as appropriate
- All Nokiiwin Tribal Council Human Resource Policies and Procedures apply

WORKING CONDITIONS

- Ability to travel and work in Nokiiwin communities and schools in all seasons
- Must have valid Ontario Drivers licence and access to reliable transportation
- Nokiiwin communities are spread across a remote northern region of Ontario.

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

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 Education Advisor acknowledges, understands and agrees to fulfill the duties and activities outlined in this job description.

Accepted By: _____

Date: _____

Approved By: _____

Date: _____