



Nokiiwin
TRIBAL COUNCIL

Employment Opportunity

Position: **Disability Accommodations Advisor**
Status: **Full-time Contract**
Opening Date: April 8, 2021
Location: Thunder Bay, ON

Posting Reference #: NTC – 20210408- DAA
Contract End Date: March 31, 2022
Closing Date: May 7, 2021

The Nokiiwin Tribal Council Inc. was incorporated in 2006. Nokiiwin provides services to member First Nations within the Robinson Superior Treaty Area: Animiigoo Zaagi'igan Anishinaabek, Bingwi Neyaashi Anishinaabek, Biinjitiwaabik Zaaging Anishinaabek, Fort William First Nation and Pic Mobert First Nation. The Tribal Council is mandated to provide services to our member First Nations in the areas of governance, finance, economic development, community planning, technical and education services.

The **Disabilities 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.

Key Responsibilities:

- Develop Indigenous Disabilities Accommodation Policy.
- Recruit team of Indigenous knowledge holders and subject matter experts.
- Liaise with the team to create Workplace Disability Accommodation Policy based on Indigenous perspective of disability.
- Work with the disabilities steering committee to recruit employers to participate in the Giiniwenama program by hosting placements or adopting an Indigenous Disability Accommodation Policy and provide support.
- Conduct training sessions for participating employers.
- Work with the Project Coordinator and employers to host placements.
- Provide support to employers during placements and arrange for reimbursement.
- Track performance on deliverables and communicate with funder on progress as required.
- Manages overall project budget, approval of allocations, and maintenance of appropriate documentation.

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 interpedently 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.
- Successful completion of a Level 1 Police Criminal Reference Check (PCRC) is required.
- Must have valid Ontario Driver's License and access to reliable transportation.

Please send your cover letter, resume, and three work references by:

4:00 p.m. April 29, 2021 to:

Human Resources, Nokiiwin Tribal Council
384 Fort William Road, Thunder Bay, ON, P7B 2Z3
E-mail: hiring@nokiiwin.com | Fax: (807) 474.4238

Only candidates who meet the qualifications and are granted an interview will be contacted.

Nokiiwin is an equal opportunity employer and is committed to providing employment accommodation in accordance with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act. If you require accommodation to apply or if selected to participate in an assessment process, please advise Human Resources.

