



Nokiiwin
TRIBAL COUNCIL

Employment Opportunity

Position: **Disabilities Work Readiness Coordinator**
Status: **Full-time Contract**
Opening Date: April 28, 2021
Location: Thunder Bay, ON

Posting Reference #: NTC – 20210428- DWRC
Contract End Date: May 7, 2021
Closing Date: April 19, 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 Moberg 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 Work Readiness Coordinator** will work to deliver the *Giiniwenama* Indigenous Disabilities Accommodation Project. Working with other Nokiiwin staff and the Disabilities steering committee, they will develop a work readiness program for Indigenous participants with disabilities. They will recruit those participants, deliver that work readiness program, arrange work placements for those participants, and support participants through those work placements.

Major Responsibilities:

- Develop a Disabilities Work Readiness Program suitable for Indigenous people with disabilities.
- Recruit participants for the Work Readiness Program by working closely with Nokiiwin's member communities.
- Develop a screening process for participants to ensure they will benefit from all aspects of the program.
- Delivery of the Work Readiness Program to participants and providing advice and support during work placements.
- Liaise with community agencies for additional supports and services as required.
- 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 education, Indigenous studies, disability studies, or another related field.
- Life skills coach certification is a definite asset.
- Knowledge of issues around disabilities and work readiness.
- Excellent written and verbal communication skills.
- Theoretical and practical experience in work readiness/life skills training
- Experience around managing clients and supports.
- 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. May 7, 2021 to:

Human Resources, Nokiiwin Tribal Council
384 Fort William Road, Thunder Bay, ON, P7B 2Z3
E-mail: hr@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.

