



Nokiiwin
TRIBAL COUNCIL

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Position Profile: Giiniwenama Project Coordinator

Supervisor: Community Development Manager

Hours of Work: 35 Hours per week

Salary: TBD

SUMMARY OF POSITION

The Project 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.

PROBATIONARY PERIOD

3 months

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
- Valid Driver's License and current satisfactory Criminal Reference Check is required

MAIN DUTIES

Develop Disability Work Readiness Program

- Starting from the current Nokiiwin job readiness/life skills materials, develop a work readiness program suitable for Indigenous people with disabilities who want to work
- Solicit advice from subject matter experts and traditional knowledge holders

Recruit participants with disabilities into the program

- Working closely with communities, recruit participants into the program.
- Develop a screening process to ensure that participants will benefit from all aspects of the program.

Deliver work readiness program

- Based on the client group, develop a schedule for the work readiness lessons and deliver them to groups of participants.
- Arrange for guest speakers, presenters, and chances for participants to earn certifications
- Match students with appropriate work placements

Provide general client supports

- Administer the training allowance as well as childcare and transportation support for participants
- Provide advice and support to participants during work placements
- Make referrals to other agencies as appropriate

General Project Coordination

- 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: _____