



Employment Opportunity

Position: **Safe Elders Coordinator**
Status: Full-time Term Contract
Opening Date: January 7, 2022
Start Date: November 29, 2021

Posting Reference #: NTC 20220107 - SEC
Contract End Date: March 31, 2022
Closing Date: January 17, 2022
Location: Thunder Bay, ON

Celebrating our 15th year, Nokiiwin Tribal Council is a rapidly expanding non-profit organization with more than 30 staff providing a diverse range of services. Nokiiwin Tribal Council is dedicated to working in unity with our five member First Nations to enhance growth and prosperity in the areas of governance, finance, access to justice, economic development, community planning, technical and education services. For more information or to apply, please visit at www.nokiiwin.com/work.

Nokiiwin Tribal Council is working to formalize a vetting and orientation process for elders and knowledge keepers who work with us. We require a coordinator to finalize and implement this process. The Project Coordinator will be responsible for the development of a Nokiiwin-specific 'Safe Elder Evaluation Process'. The Project Coordinator will be responsible for connecting with Elders and ensuring that targets are being met with collecting information. This is a short-term contract ending on March 31, 2021.

All work will be carried out remotely, and the coordinator will work from home. It is necessary that they live in the Thunder Bay area or the area of one of the Nokiiwin communities in order to facilitate picking up and dropping off of material.

Summary of duties:

- Finalize the Nokiiwin-specific elder vetting and orientation process
- Consult with the Education Advisor, Education Manager and Nokiiwin communities about the direction of the process
- Guide and/or assist Elders with obtaining documents needed for the Safe Elder Process
- Conduct interviews, reference checks, and orientation sessions
- Compile and distribute final results

Preferred Qualifications:

- Post-secondary education in a related field (social work, education, Indigenous studies, or similar) or an equivalent combination of education and experience
- Knowledge and appreciation of Anishinaabek culture, heritage, and history
- Experience working with target group
- Ability to accurately fill out reports and track activities
- Current satisfactory Criminal Reference Check is required
- Ability to travel and work with Nokiiwin member communities
- Strong organization, communications, time management, and problem-solving skills
- Must be computer literate in MS Office
- Fluency in Anishinaabemowin, would be an asset

Please apply on Nokiiwin's Indeed page or send your cover letter, resume, and 3 work-related references to:

4:00 p.m. Monday January 17, 2022:

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.

