

Position: Work Readiness Advisor
(Giiniwenama Project)

Posting Reference #: NTC-2026-25

Status: Temporary Full-time Contract (leave coverage)

Contract End Date: March 26, 2027, or upon the return of the employee on leave

Opening Date: September 1, 2026

Closing Date: September 10, 2026

Location: Nokiiwin Tribal Council

Hours of Work: 35 hrs/wk

Hourly Rate: Pursuant to current wage grid

Join Nokiiwin Tribal Council as we proudly enter our 20th year of operation! We are a dynamic non-profit organization dedicated to empowering and supporting our member First Nation communities through programs in governance, health and safety, finance, justice, economic development, planning, technical services, and education. Guided by the cultural wisdom of the Seven Sacred Teachings—Love, Bravery, Respect, Honesty, Truth, Wisdom, and Humility—we foster a respectful and inclusive workplace that prioritizes physical, psychological, and cultural safety. Be part of a meaningful journey toward community well-being and unity.

The Work Readiness Advisor will work to deliver the *Giiniwenama* Indigenous Disabilities Accommodation Project. Working with other Nokiiwin staff and the Disabilities steering committee, they will recruit participants, deliver the work readiness training, arrange work placements for those participants, and support participants through those work placements.

Key Responsibilities:

- Recruit participants for the Giiniwenama Work Readiness Program by working closely with Nokiiwin's member communities.
- Deliver the Work Readiness Program to participants and provide 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.
- Manage overall project budget, approval of allocations, and maintenance of appropriate documentation.

Qualifications and Skills:

- 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 time management 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 3 - Vulnerable Sector Check is required.
- Must have valid Ontario Driver's License and access to reliable transportation.

Cultural Competency:

- Demonstrated understanding of Indigenous cultures, histories, and contemporary realities, particularly those of Anishinaabe communities.
- Knowledge of the impacts of colonization, intergenerational trauma, and barriers faced by Indigenous peoples accessing education, employment, and support services.
- Ability to work respectfully and effectively with First Nations communities, Elders, Knowledge Keepers, and community partners.
- Commitment to cultural humility, anti-racism, reconciliation, and the principles of equity, diversity, and inclusion.



- Experience incorporating culturally relevant approaches, teachings, and strengths-based practices into program delivery and participant support is considered an asset.

Ready to make a difference?

Apply today and become part of our dynamic team!

Interested applicants are encouraged to **apply online at www.indeed.com** by **submitting a single PDF document** that includes their cover letter, resume, and three (3) professional references by:

4:00 PM September 10, 2026

We encourage all qualified candidates to apply for this position. Preference will be given to applicants who self-identify as First Nations, Inuit, or Métis, as part of our commitment to supporting Indigenous communities and advancing reconciliation.

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 Canada Labour Code and Accessible Canada Act. If you require accommodation to apply or if selected to participate in an assessment process, please advise Human Resources.

Learn more at www.nokiiwin.com/work

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