



Employment Opportunity

Position: **Work Readiness Coordinator**
Status: Full-time Term Contract
Opening Date: March 14, 2023
Location: Thunder Bay, ON

Posting Reference #: NTC202311
Contract End Date: 24 months
Closing Date: March 24, 2023

Nokiiwin Tribal Council is a rapidly expanding non-profit organization supplying 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, please visit at www.nokiiwin.com.

The **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.

Summary of duties:

- 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.
- 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 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.

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.
- Valid Driver's License and ability to travel and work in Nokiiwin communities.
- Must have a strong working knowledge of Microsoft Office 365 Suite
- Fluency in Anishinaabe, knowledge and appreciation of Anishinaabe culture and heritage are assets.
- Successful Completion of a Level 3: Police Vulnerable Sector Check (PVSC)

Interested applicants can apply on-line through www.indeed.com by submitting a cover letter, resume, and 3 work-related references or submit directly to:

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

As a Federally regulated employer, employees are required to be fully vaccinated against COVID-19.

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.