

SUPPORT SERVICES COORDINATOR

POSITION PROFILE

Position Title: SUPPORT SERVICES COORDINATOR

Supervisor: Nokiiwin Tribal Council Executive Director

Hours of work: 35 hours per week

Salary: To be Determined

Summary of Duties: Nokiiwin Tribal Council has initiated an Access to Justice initiative which has identified the need to develop Victims of Crime support services and Programs and/or protocols with providers. Nokiiwin Tribal Council requires an experienced, knowledgeable, and motivated Support Services Coordinator to lead the development of victims of crime services through engagement at both regional and member First Nation level, in consultation with the Access to Justice Steering Committee. Key activities include coordination of a two-day gathering focused on provision of Victims Services; coordinate sessions in the communities as per community developed workplans; develop, finalize and implement a training plan.

The Support Services Coordinator will be responsible for delivering and reporting on the development and progress of the initiative in the target communities funded under the project.

Probationary Period: 6 Months

PREFERRED QUALIFICATIONS:

1. A university degree or college diploma in a related field with a minimum of three (3) years of related work experience.
 2. Must have experience working with First Nation organizations, First Nation Government, First Nation communities and other levels of government.
 3. A strong appreciation of the Nokiiwin Tribal Council Member First Nation cultures and community aspirations is required.
 4. Must have proven well-developed communication (speaking and writing), public relations and must be highly self-motivated and able to work well independently or as a team member.
 5. Ability to work effectively in a fast-paced, deadline-oriented environment including proposal development and reporting according to agreements.
 6. Must have excellent computer skills, proven experience with word processing, spreadsheet, database, presentation, and publishing software preferably in a Microsoft Office Suite environment.
 7. Demonstrated experience in coordination of both small and large meetings, logistics management in accordance with approved policies and procedures; and time management.
 8. Demonstrated experience and ability in policy, planning and program development and implementation
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9. Must have valid Ontario Driver's License and access to reliable transportation.
10. *For new employees only: Criminal Reference check* as relevant to the position is required.

KNOWLEDGE AND SKILLS:

- Must be innovative and decisive with high-level organizational, managerial, research and analytical skills
- Excellent knowledge of federal and provincial legislation and policies that affect First Nation government, and a sound knowledge of contemporary public sector operating
- Must demonstrate the ability to work with a high level of tact, discretion and confidentiality
- Must possess excellent Project Management skills and must be able to establish and effectively achieve measurable objectives within directed work plans

ESSENTIAL DUTIES:

Work Plan and Budget:

- Ensures tasks adhere to the agreement and workplan
- When evidence suggests tasks need to be changed; works with Access to Justice Steering Committee to revise the workplan.
- Keeps records of all plans and revisions.
- Reports to the Access to Justice Steering Committee of workplan progress at all meetings
- Gathers baseline evidence and progress evidence at any occasion.
- Participates at requests of First Nation teams in complementary activities on planning
- Seek additional resources including proposal development to support the activities

Access to Justice Steering Committee / Community Facilitation:

- Ensures Access to Justice Steering Committee meets regularly either in person or remotely, on the status of the project, its progress, and its needs
 - Prepares logistics for Committee meetings including agendas, materials and past minutes
 - Confirms representation and participation methods
 - Records decisions made and actions to be taken from meetings
 - Assists individual members and their representative with staying current on overall project timelines, workplans and budgets
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- Undertakes special research, communications, and developing briefs/reports as necessary for the Committee to operate effectively
- Maintain records of conferences and provide follow-up reports and final reports once agreements are completed
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- Obtain qualitative community evaluation of services provided monthly
- Coordinate in consultation with member First Nations Justice Advisory Committees, community meetings to engage members in formulating victims of crime programs and services from a grassroots level.

Liaison:

- Liaise with other First Nation and Aboriginal organizations to ensure mutual understanding, partnership building, and ongoing networking relationships to enhance the Victims of Crime Initiative and Activities
- Liaise with member First Nations leadership and/or First Nation representatives to ensure accurate communication and information is properly disseminated;
- Attend information meetings, workshops, conferences and other professional development activities on relevant topics.

Administration:

- Provide monthly activity reports, meeting reports and/or other reports to the Executive Director and Board of Directors as requested
- Provide briefings on emerging issues, progress and other reports, as needed

RELATED DUTIES

- Perform other duties as assigned as related to the position
- Participate in the development of the goals, objectives, and the Strategic Direction of Nokiiwin Tribal Council

ACCOUNTABILITIES

- Accountable to the Nokiiwin Tribal Council Board of Directors, Executive Director, Government and program funders, Professional Certification Bodies or Organizations, member First Nations, their employees and membership
- All Nokiiwin Tribal Council Policy and Procedures to apply

WORKING CONDITIONS:

- Work requires travel and interaction with First Nations, requiring a valid drivers license and reliable transportation
- Work may be subject to unscheduled hours.

IMPACT OF ERROR:

Errors in omission, analysis, judgment, and in the rendering of advice could lead to inequitable and/or legal and/or financial ramifications.

Errors could lead to duplication and confusion; a breakdown of Nokiwin Tribal Council Board of Directors and staff relations; and unfavourable public relations.

CONTROL:

Subject to policy and direction from the Nokiwin Tribal Council by-law or resolution, government legislation, and generally accepted financial policies and management practices.

The following signature confirms that the Support Services Coordinator acknowledges, understands, and agrees to fulfill the duties and activities outlined in this job description.

Approved By: _____ Date: _____

Accepted By: _____ Date: _____