

JOB DESCRIPTION

Family Well-Being Project Officer

Social Services Department

SUMMARY:

The Project Officer will assist with the implementation of the Family Well-Being program (FWBp) at NAN Corporate Services. The Project Officer will provide guidance, coordination, assistance with data collection, development and distribution of resources, training, evaluation and other support for community capacity development. This position will assist community leadership and Community-based FWB workers to carry out the program according to the individual community's needs.

DUTIES:

- Participate in planning, implementation and evaluation of Family Wellbeing (FWB) programs in participating NAN Communities.
- Work with First Nations, Tribal Councils and Community Workers to develop strength-based and community-led FWB programs that are culturally relevant and culturally safe.
- Travel to NAN First Nation Communities providing support and direction.
- Carry out administrative activities associated with FWB programs.
- Assemble data and prepare periodic and special reports and correspondence.
- Provide general administrative support including preparation of memos, briefing notes; letters and meeting minutes.
- Participate in Indigenous research focused on prevention, awareness and other special projects as required.
- Provide support and guidance to First Nation with regards to program implementation and reporting.
- Assist in the planning of conferences, meetings or training sessions.
- Attend meeting, workshops or other events, as required.

OTHER JOB REQUIREMENTS:

All other duties, as assigned.

COMPETENCIES AND QUALIFICATION:

Candidate must possess the following skills and attributes:

Education: Postsecondary education in social services, political science, public administration, justice, children and youth, or related field with 3 years of related experience or a combination of education and experience equivalent to the above.

Credentials: Degree or Diploma in social services, political science, public administration, justice, children and youth, or related field. Criminal reference and Vulnerable Sector Checks required.

Experience: Experience with the development and implementation of family-based community prevention programming and the required funding and reporting structures and challenges. Experience working with First Nation Communities, Tribal Councils and government-funded projects and programs. Work experience in justice, children and youth, women and men advocacy.

Knowledge: Knowledge of, and sensitivity to, the culture and history of First Nations in the NAN territory. Ability to speak a NAN Language (Cree, Ojibway or Oji-Cree) is an asset.

Effort: Excellent interpersonal and verbal communication skills. Effective written and mathematical skills for the purpose of reporting and preparation of quarterly data reports. Must be able to respect confidentiality and make sound decisions. Excellent organization and time management skills. Work independently, collaborate with the team and have resiliency skills. Must be able and willing to travel.

ACCOUNTABILITY:

The Project Officer is under the day-to-day supervision of the FWBp Manager, further accountability to the Director of Social Services Support and Implementation, with overall accountability for performance to the Chief Administrative Officer.

LOCATION OF WORK: Thunder Bay, ON

PORTFOLIO: Social Services

CREATED /LAST UPDATED: September 8, 2023