

JOB DESCRIPTION

Early Years Training Coordinator- Maternity Leave

Early Years Department

SUMMARY:

The Early Years Training Coordinator is responsible for assisting in the coordination of a NAN regional autism spectrum disorder (ASD) strategy, Indigenous Healthy Babies/Healthy Children (IHBHC) programs and Fetal Alcohol Spectrum Disorder (FASD) strategy, including facilitation of strategic planning with key partners, implementation based on identified priorities and action items and ongoing review and oversight to ensure milestones are met.

DUTIES:

- Develop, coordinate, and deliver training opportunities and other professional and workforce development activities, with a focus on autism, FASD, IHBHC, Applied Behaviour Analysis (ABA) from an Indigenous lens.
- Provide training opportunities to enhance skill development workers who work directly with Indigenous children and youth within NAN communities.
- Provide other training participants and individuals who are linked to, and collaborate with, the Early Years Department.
- Provide culturally appropriate approaches to training that would be reflected as part of the activities and services.
- Provide training that would include activities that increase trainees' knowledge levels and improves their ability to support participants such as workshops, conferences, and professional development.
- Assist with coordination and technical support to the Action Teams in the development of a NAN wide strategy.
- Assist the Action Teams, develop a strategic plan, with clear goals and actions to meet the mandate of NAN.
- Work collaboratively with First Nations, NAN-affiliated health organizations, local and regional services to support advocacy efforts to address needs of First Nations' children and youth on the spectrum.
- Assist and support community capacity building through formal and informal means such as development and provision of workshops for families and community agencies, educating, modeling, and supporting others.
- Liaison with external agencies and community groups to assist in development of pathways of service for NAN communities.
- Work in coordination with other NAN departments, such as Education, Health, to coordinate strategies and prioritize issues and opportunities.
- Report to the Early Years Manager on all training development.
- Prepare proposals, submissions, activity reports to carry out the functions of the program.
- Travel to NAN communities on a regular basis.
- Participate in regional and national meetings, working groups as required.
- Perform other duties as assigned by the Early Years Manager

OTHER JOB REQUIREMENTS: Driver's licence, Criminal Records Check, Up to date immunization record including COVID-19

COMPETENCIES AND QUALIFICATION:

Candidate must possess the following skills and attributes:

Education:

- Master's degree in social work or other relevant field or combined equivalent experience and education.
- Trained/Educated in Applied Behaviour Analysis is an asset.

Experience:

- Minimum of three years experience working in the field with direct experience in relation to children/youth with autism spectrum disorder
- Experience with neurodiversity.
- Experience and demonstrated skills in trainings with multiple stakeholders and comfortable with using technology.
- Work experience with Indigenous people and communities and a demonstrated understanding regarding related issues and challenges
- Demonstrated knowledge and experience working with community and regional resources and services throughout the NAN Territory
- Excellent communication, strategic planning, evaluation, and leadership skills
- Ability to organize and synthesize multiple ideas and complex information into well-composed reports within time limits.
- Ability to develop and maintain positive relationships and demonstrated leadership abilities.

Knowledge:

- Have a thorough understanding and ability to provide Applied Behavior Analysis training.
- Demonstrated knowledge and understanding of the opportunities, barriers and challenges that impact children's outcomes.
- Knowledge and practical experience with support approaches found to be helpful in supporting children/youth.
- Knowledge of culture and language of NAN communities
- Fluency in NAN dialect (Cree, Ojibway, or Oji-Cree) an asset
- Computer literacy including skills in word processing, e-mail, PowerPoint, Excel, Microsoft Office, etc.

Working Conditions:

- Initiative and ability to complete tasks with a minimum supervision, and to manage competing demands in fast paced setting.
- Willing and able to travel to NAN communities as required.

Responsibilities:

To prioritise, create and facilitate training required by the Early Years Department as well as to implement any strategies in partnership with NAN communities as required.

To ensure awareness and understanding of autism is implemented in communities and strategies are provided to families, communities, and schools to implement.

ACCOUNTABILITY:

The Early Years Training Coordinator is under the day-to-day supervision of the Early Years Manager, Early Years Director and is further accountable to the Chief Administrative Officer for overall performance.

LOCATION OF WORK: Thunder Bay/ Timmins

PORTFOLIO: Early Years Deputy Grand Chief Achneepineskum

CREATED /LAST UPDATED: June 2023