

JOB DESCRIPTION

NAN Logistical Response Coordinator (1-year contract)

Community Wellness

SUMMARY: The NAN Logistical Response Coordinator (1-year contract) will be available to respond to social traumatic incidents occurring within NAN communities on an urgent, short-term basis to arrange practical and culturally appropriate supports requested at the community level. This position will be responsible to provide overall coordination and logistics of services and resources based on immediate needs identified by the community. The Logistical Response Coordinator (1-year contract) will navigate resources and referrals for continuity of care and support for impacted individuals/families.

DUTIES:

- Maintain complete confidentiality related to clients.
- Working with communities to develop a needs assessment in the immediate aftermath of a social traumatic incident.
- Establish and maintain regular communication with community contact or frontline worker(s) to provide and share updates pertaining to status of social traumatic incidents and tasks completed.
- Provide coordination of services and resources that are requested in NAN communities during social traumatic incidents.
- Participate on a rotating schedule of on-call services for after-hour response and support. Available to travel on short-notice to NAN First Nation Communities.
- Proficiency in case record keeping practices (drafting case notes, tracking incurred financial expenditures, record referrals, collaboration with tribal councils and partnership organizations so not to duplicate work, etc.). Arrange debriefing for community frontline workers and family members.
- Providing training referrals for community frontline worker(s) for response planning and coordination support, to build capacity within the communities.
- Provide referrals for children, youth, families, and community members as needed. Participate in professional development workshops to increase knowledge and skillset related to responding to social traumatic incidents.
- Keep on task in less busy periods through continuous learning opportunities. Experience in working and networking with First Nation organizations and communities and mapping out resources.
- Teamwork and collaboration are necessary skills.

OTHER JOB REQUIREMENTS: Proof of Valid driver's licence, reliable transportation, ability to lift and carry more than 50lbs, willingness to travel on small aircraft, proof of vaccination.

COMPETENCIES AND QUALIFICATION:

Candidate must possess the following skills and attributes:

Education/Experience: College diploma or University degree and/or 3-5 years of experience in the

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social work, health fields particularly with First Nations People. An in depth understanding of the history of First Nations People in Canada through prior work or lived experience.

Knowledge: Proficiency of Microsoft Office Products (word, excel, outlook, SharePoint, teams, etc.).

Language speakers of traditional dialects of NAN Territory (Objiway, Ojicree, Cree) is an asset.

Effort: Physical ability to lift and carry more than 50lbs. Nature of social traumatic incidents poses trigger exposure

Working Conditions: Predominantly office setting, Monday to Friday, 9:00 AM to 5:00 PM. Rotating schedule of after-hours, on-call services for response and support. Assistance with coordination and support within First Nation Communities if needed.

Responsibilities:

- The NAN Logistical Response Coordinator is responsible for filling in daily activities report pertaining to the traumatic incidents assigned to them in the HRIS system.
- They will also need to fill out case notes relative to their assignments for statistical data collection.
- They will be responsible for coordination of purchasing and shipping supplies and materials to northern communities as needed. They will also have to network with Mental Health providers to facilitate services to individuals/communities as needed.
- They will have to create grocery orders, book hotels and travel for community members as needed.
- They will be responsible for creating and sending purchase orders, cheque requisitions, delegate travel forms, etc.
- They will also be responsible to research learning and professional development opportunities to enrich their job skills.
- Therefore, NAN Logistical Response Coordinator must be a self-started and take initiative in navigating and managing relevant job tasks.
- Must work well independently and as part of a team possess excellent interpersonal and communication skills (both written and verbal).
- Demonstrate excellent organizational skills. The role of the NAN Logistical Response Coordinator is not a constant or static position thus daily tasks will look different most days.

ACCOUNTABILITY: The Logistical Response Coordinator is under the day-to-day Supervision of the Crisis Manager with further accountability to Director of Community Wellness and the NAN Chief Administrative Officer.

LOCATION OF WORK:

Thunder Bay

PORTFOLIO:

Community Wellness

CREATED /LAST UPDATED:

August, 2024