

JOB DESCRIPTION

Family Well-Being Program Coordinator Social Services Department

SUMMARY:

The Program Coordinator is instrumental in overseeing and executing prevention-focused initiatives while supporting the NAN First Nations in delivering the Family Well-Being Program (FWBp). This role involves collaborating with community-based coordinators to offer guidance, training and assistance that aligns with the objectives of the FWB program. The Coordinator will also assist with data gathering, evaluation, and the development of resources to enhance community capacity. Additionally, they will support community leadership and FWBp Community Coordinators in tailoring the program to meet the unique needs of each community.

Reporting to the Manager of the Family Well-Being program, the Program Coordinator works closely with the team, allies and stakeholders. They are responsible for aligning NAN First Nation FWB community programs with the program's vision, mission, goals and values. The Coordinator plays a pivotal role in ensuring that the FWBp is effectively implemented and meets the specific requirements of the NAN First Nation communities.

Duties

- Develop, design, and implement prevention focused initiatives, training, education, and awareness activities that align with the FWB program vision, mission, goals, and values.
- Provide program leadership on behalf of the Manager for logistical planning and implementation for in meetings, workplans, activities, workshops and training sessions and objectives related to the program and manage the project/activity budget given.
- Collect and store department data in an efficient, organized and confidential manner using SharePoint.
- Review and summarize high level meeting notes to report back to management as part of de-briefing and/or future planning.
- Offer guidance and assistance to NAN First Nations in implementing the program.
- Assist and develop strength-based approaches that support children, youth, adults, and families.
- Collaborate with the FWBp team to create, execute, and assess workplans, activities, workshops, training sessions, and strategic initiatives.
- Provide training, education and awareness activities that may include workshops, conferences, public presentations, group-based activities, or public education campaigns.
- Outreach to our 49 First Nations and develop and maintain good working relationships.
- Support the NAN chiefs assembly, and NAN activities as required.
- Research, report writing, briefing notes and presentation of information when required.
- Compile departmental reports, including statistical analyses, for managerial review.

- Draft and prepare various basic funding applications and any reporting requirements for Manager/Director review.
- Attend organizational meetings as required and comply with NAN policies, procedures, and protocols.
- Support communities with reporting, documentation, and program orientation.
- Independently and efficiently undertake and complete assigned projects and tasks.
- Participate in and complete all mandatory training.
- Perform all other duties as assigned.

Other

- Must have ability to run errands and attend meetings at various locations during working hours.
- This position may require frequent travel at times by car (personal and or rental) or aircraft. The duration of travel may vary from day trips to multi-day overnight travel.

Cross Training:

This position involves the following duties when required:

- Developing meeting agendas and transcribing meeting minutes.
- Photocopying, organizing, and preparing materials for meetings.
- Arrange/approving travel for staff (if required) in the department as well as for the delegates.
- Being the liaison for NAN registration.
- Booking venues and coordinating catering for events.
- Completing and/or approving purchase orders, preparing cheque reqs, honorariums and submitting vendor payments through the HRIS on behalf of the Manager/Director.
- Correspondence with internal and external partners that attend meetings, conferences etc.
- Delivering routine departmental training to new employees and serving as a guide during the onboarding process.

Competencies And Qualifications:

Candidate must possess the following skills and attributes:

Education:

College Diploma or equivalent combination of education and experience in a related field is required.

Experience:

3 years of experience working in an office environment and 1-3 years of program-related experience is preferred.

Knowledge:

- Demonstrated knowledge and understanding of prevention focused initiatives through an Indigenous lens that support the wellbeing of children, youth, and families.
- Sound knowledge of the diverse Indigenous culture, traditions and spirituality within the NAN territory and communities.
- Awareness in child welfare, youth justice and domestic violence sectors and how it interconnects with the wellbeing of Indigenous families and communities.
- Ability to develop and maintain positive relationships with proficient communication skills.
- Problem solving, organizing activities, setting priorities, multi-tasking and responding to emergent needs in a fast-paced environment.
- Understanding of modern office technologies including word processing software, and basic spreadsheet development.
- Effective written and computer literacy
- Must be able to respect confidentiality and make sound decisions.
- Must be able to undertake and complete assigned projects and duties independently and effectively.
- Position must be familiar with current community resources.
- A good understanding and interest in NAN communities, FN organizations and current events.
- Thorough knowledge and understanding of Indigenous culture and traditions within the NAN territory and communities.
- Fluency in NAN dialect (Cree, Anishininimowin or Ojibway) is an asset.

Effort:

- Light physical effort on a frequent basis with some heavy lifting (up to 40lbs) or moving of materials from time to time.
- Primarily desk work with prolonged sitting.
- Work requires a moderate level of dexterity requiring minimum keyboarding skills.

Working Conditions:

- Mainly working in an office setting with short periods working in a warehouse setting.
- Working within communities, away from home on a frequent basis.
- Travelling in both commercial and smaller aircrafts.
- Highway driving may also be required.
- Working with the public
- Working in various meeting locations as required.

Financial Authority

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This position has the authority to approve up to \$10,000.00.

Accountability

This position is under the day-to-day supervision of the department Manager with further accountability to the Chief Administrative Officer for overall performance.