NAN CORPORATE SERVICES
100 Back Street, Unit 200
Thunder Bay, ON P7J 1L2
www.nan.ca
Phone (807) 623-8228
Fax (807) 623-7730
Toll Free 1-800-465-9952

JOB DESCRIPTION

Social Services Strategic Advancement

Social Services Engagement Advisor

Summary of Duties

The Department Advisor provides guidance, recommendations, support and assistance for the department related programs, issues, and trends.

The Department Advisor will utilize their knowledge, expertise, and experience to provide critical information and make recommendations to support department planning, development, and department related decisions.

- Collaborate with departmental staff to engage NAN communities in the implementation of policy changes, while gathering and integrating community-based feedback, perspectives, and priorities to inform and strengthen negotiation strategies.
- Proactively engage with NAN communities to strengthen relationships, foster trust, and facilitate meaningful consultations that capture community perspectives, priorities, and feedback.
- Provide guidance and advice regarding program requirements, procedures, and available resources including explaining and helping others to understand program goals, expectations, and potential outcomes.
- Monitoring and analyzing department related issues and impacts from current and new government policies and legislation, staying current with trends and initiatives to make recommendations accordingly.
- Conduct research into reports, publications, identified inquiries, and studies and further conducting assessments, developing action plans, and monitoring progress toward program objectives.
- Assist in development of processes and strategies for department planning and strategic responses assist with overall department evaluation.
- Develop work plans and lead department initiatives to achieve and maintain compliance and liaise with government when required.
- Work with other NAN departments for interdepartmental collaboration.
- Prepare briefing notes, presentations, position papers, reports and memos as required.
- Provide training, education and awareness activities that may include workshops, internal presentations, or group-based activities.
- Build and maintain positive relationships with internal and external stakeholders, including program staff, communities, and community partners. Collaborate with other departments or organizations to enhance program services and resources.
- Request items on behalf of the Director regarding work plans and information related to the department.

- Provide options and connect people with programs or information as needed and keep a contact list.
- Collect and store department data in an efficient, organized, and confidential manner using SharePoint.
- Support the NAN Chiefs'-in-Assembly, and NAN activities as required.
- Review and summarize high level meeting notes to report back to management as part of de-briefing and/or future planning.
- Complete all government reporting, when required, related to program initiatives.
- Undertake and complete assigned projects and duties independently and effectively.
- Attending all organizational meetings as requested and adhering to NAN policies, procedures, and protocols.
- Coordinate, attend and participate in de-brief meetings when requested for the department.
- Track any purchases.
- Complete all mandatory training assigned.
- Other duties as required.

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 or rental) or aircraft. The duration of travel may vary from day trips to multi-day overnight travel.

Cross Training:

- This position must be able to do the following duties when required:
    - Creating agendas and transcribe minutes.
    - Photocopying, organizing, and preparing materials for meetings.
    - Arrange/approving travel for staff in the department as well as for the delegates.
    - Being the liaison for NAN registration.
    - Booking venues, arrange catering.
        - 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.
- Provide routine department training to new staff and act as the new employee guide as part of onboarding.

Competencies And Qualifications:

Candidate must possess the following skills and attributes:

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Education:

University Degree or equivalent combination of education and experience in a related field is required.

Credentials:

Continuing education may be required to remain current in the field or to maintain professional credentials.

Experience:

5+ years of experience working in an advisory capacity is preferred.

Knowledge:

- Position demands a pleasant disposition, flexibility, ability to multi-task, organize, problem solve, set priorities, enter data, and communicate effectively.
- Understanding of modern office technologies including word processing software, and basic spreadsheet development.
- Effective written and computer literacy
- Composition of detailed letters, policies, or directives where tone and style are important and includes complicated ideas where clarity and precision of language is critical.
- 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.
- Specific knowledge of methods, techniques or procedures that are professional standards of practice in the field of work, requires several years of related work.
- A good understanding and interest in NAN communities, FN organizations and issues, challenges, 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) 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.
- Working away from home from time to time.

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- Travelling in both commercial and smaller aircraft.
- Highway driving may also be required.
- Working in high stress and confidential situations on a regular basis.
- Working in various meeting locations as required.

Financial Authority

This position has the authority to approve up to $15,000.00.

Accountability

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