



# ANISHINABEK NATION

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## **EXTENDED DEADLINE**

### **JOB OPPORTUNITY**

#### **SOCIAL DEVELOPMENT FAMILY WELL-BEING COORDINATOR**

The Anishinabek Nation Social Development Department is seeking a highly organized individual to support Anishinabek First Nations with their Family Well-Being programs. The individual must have a strong background in community development and be familiar with Anishinabek community wellness plans and priorities. The Family Well-Being Coordinator reports to the Social Development Director.

**LOCATION:** Anishinabek Nation (Union of Ontario Indians) Head Office  
Nipissing First Nation, North Bay, ON

#### **DUTIES / RESPONSIBILITIES:**

- Liaise with Anishinabek Nation First Nations on the Family Well-Being Program (FWB) and provide administrative support to FWB program staff;
- Work with the FWB Advisory committee made up of representatives from each of the four regions to guide the implementation of the FWB program;
- Develop training plans with Family Well-Being Advisory Committee;
- Gather and develop resources to support the FWB programs in the First Nations;
- Share best practises with Family Well-Being program staff;
- Monthly review of FWB program budgets and adjustments as required and preparation of reports to the Ministry of Children, Community and Social Services;
- Respond to general program inquiries and ensure appropriate and timely follow up;
- Supervise the FWB Development Officer and provide mentorship;
- Maintain electronic and central filing system of work plans, reports, budgets, proposals, resources and information related to the areas of responsibility;
- Maintain current knowledge of current social services policies and programs as it relates to the Anishinabek Nation. Attend training opportunities related to current programming.
- Provide program support and share information with FWB staff and other FN social and health programs;
- Coordinate regional community visits once per year and individual FWB program visits as requested by FWB program staff;
- Coordination and liaison with political organizations and various government departments on all social services issues as required;
- Other duties as assigned by the Social Services Director.

## QUALIFICATIONS:

- Post-Secondary diploma or degree in the Social Services field: Social Service Worker, Mental Health & Addiction Worker, Child and Family Services, Criminal Justice, Psychology, Social Welfare, Bachelor of Social Work, Sociology **and** a minimum of five years of experience in the Social Services/Social Work field;
- Experience in rolling up written and financial reports in accordance with various funding reporting requirements for provincial and federal ministries will be considered an asset;
- Experience in working with First Nation communities in the Social Services field;
- Applicants with experience in developing child and family programming will be considered an asset;
- Strong background in Microsoft computer software programs;
- Ability to handle multiple tasks and demands and prioritize competing demands to ensure efficient coordination;
- Ability to work as part of a team and work with all Social Services staff to ensure common priorities are met and Anishinabek First Nation social priorities are the priority of the Social Development team;
- Knowledgeable in the area of Anishinaabe culture and values and able to implement culturally appropriate programming when assisting Anishinabek Nation communities;
- Strong written, verbal and interpersonal skills;
- Must be willing to travel within the Anishinabek Territory and hold a valid Ontario driver's license insurable under UOI policies.

**SALARY:** Per salary grid. Excellent benefits package.

**DEADLINE FOR APPLICATIONS:** **Friday, September 20, 2019 by 4:30 p.m.**  
*(Applications received after this date and time will not be considered.)*

Please send your **resume** with a **cover letter** and **three** employment references to:

Glenda St. Amour  
Director of Corporate Services  
Anishinabek Nation (Union of Ontario Indians)  
P.O. Box 711  
North Bay, ON P1B 8J8

Phone: 1-877-702-5200 / (705) 497-9127 Fax: (705) 497-9135  
E-mail: [glenda.st-amour@anishinabek.ca](mailto:glenda.st-amour@anishinabek.ca)

For inquiries regarding this position, please feel free to contact Adrienne Pelletier, Social Services Director at 1-877-702-5200 / (705) 497-9127 or by email at [adrienne.pelletier@anishianbek.ca](mailto:adrienne.pelletier@anishianbek.ca).

*Individuals of First Nation ancestry are encouraged to apply.  
Preference will be given to Anishinabek Nation (UOI) member First Nation applicants.  
Miigwetch to all applicants, however only those selected for interviews will be notified.*