



ATIKAMEKSHENG ANISHNAWBEK

Atikameksheng Anishnawbek will thrive together as a **strong and proud Nation** by honouring our gifts of Anishinabemowin and the Life of the Land.

Competition Number:	2021-044
Position:	Nokomis Kidwaa Worker
Department:	Education and Social Services
Employment Status:	Contract
Salary:	\$23.95 - \$29.20/HR – 35 Hours per Week
Location:	Naughton, ON
Closing Date:	October 6, 2021 at 4:00pm

POSITION SCOPE:

Reporting to the Child & Youth Services Manager will develop and implement effective, productive, and safe prevention programming at the Child & Youth Centre based on identified needs for at risk children and youth in the community. The Nokomis Kidwaa Worker will support program delivery staff providing programming for at risk children and youth by planning, implementing, and evaluating fun and exciting prevention programs in a collaborative effort to prevent involvement in Child Welfare.

The Nokomis Kidwaa Worker (Aunties and Grandmas) is responsible to assist in development Atikameksheng Anishnawbek service delivery model by providing a complete range of administrative, planning and coordination support to the Grandmas and Aunties program within the community of Atikameksheng Anishnawbek. The Nokomis Kidwaa Worker will develop and enhance all service components that are required to meet Atikameksheng Anishnawbek, Community and Cultural Standards.

REQUIRED QUALIFICATIONS:

Mandatory Requirements

- Post-Secondary diploma/certificate in Human Services field
- Three (3) years of direct experience in a Social Services/First Nation
- Experience working with Indigenous people, organization, and communities
- Other combinations of experience and education, which meet the minimum requirements, may be substituted.

Additional Requirements

- Knowledge of Nogdawindamin programs and services
- Knowledge of First Nation service delivery, customs and traditions relating to child welfare
- Respect, knowledge and understanding of Anishnawbek culture, traditions, and the Seven Grandfather Teachings
- Knowledge of external services and service agencies
- Knowledge of best practices in administration processes
- Strong analytical and research skills
- Excellent computer skills with MS Office Software
- Excellent interpersonal and customer service skills
- Excellent conflict resolution and problem-solving skills
- Excellent oral and written communication skills
- Excellent organizational and planning skills while providing attention to detail
- Excellent time management skills
- Ability to take initiative and work independently, as well as in a team environment
- Ability to meet deadlines and work flexible hours in a fast-paced environment
- Ability to adapt to and manage change

Other Requirements

- Ability to understand and speak Anishinaabemowin is a definite asset;
- Must provide a Police Records Check deemed satisfactory by the employer;
- Must have a Class 'G' Ontario Driver's License, access to a vehicle and the ability to travel;

KEY RESPONSIBILITIES:

Program Support:

- Assist with the development, design and delivery of the Nokomis Kidwaa program.
- Ensure the service delivery model encompasses service delivery practices based on the Atikameksheng Anishnawbek 's service delivery model within the Nokomis Kidwaa framework.
- Assist with development of policy and procedure manual through a demonstrated ability to translate Anishnawbe practice principals into service policy and procedures.
- Assist with development of non-mandatory service protocols that are required for the resource service department of the Atikameksheng Anishnawbek to deliver Nokomis Kidwaa services.
- Work collaboratively and cooperatively at all levels within the Atikameksheng Anishnawbek in order to support the use of family-centered, strengths based, child focused practices while assisting families to build their capacity in providing safe and nurturing environments for children.
- Provide education, awareness and evaluate the effectiveness of the family conferencing process.
- Coordinate logistics for all Grandmas and Aunties events such as meeting space, refreshments, advertisement, requests for purchase, purchase orders, cheque requisitions, accommodations and information technology requirements.
- Assist with the development and maintenance and establishment of resources for the Grandmas and Aunties program.
- Maintain a calendar of Grandmas & Aunties events, respond to requests for attendance at events.

Relationship and Team Building:

- Work collaboratively and cooperatively at all levels in order to support the use of a family-centered, strengths- based, child-focused practices while assisting families in building their capacities to provide safe and nurturing environments for children.
- Demonstrate behaviors, actions and attitudes that are consistent with Atikameksheng Anishnawbek vision, mission and values.
- Provide opportunities for the enhancement and development of positive cultural identities of the children, families and communities served.
- Ensure appropriate communication and consultation with Supervisor at appropriate times.
- Ensure effective and professional communications with all internal and external service providers.
- Share information according to privacy and/or confidentiality guidelines.
- Work respectfully, positively, professionally, and collaboratively with team members.

Cultural Competency:

- Participate in cultural activities within the Atikameksheng Anishnawbek.
- Follow the Seven Grandfather teachings as it relates to the position in line with the vision and mission of the Atikameksheng Anishnawbek.
- Actively attend and participate in regular cultural training and/or activities provided by the Atikameksheng Anishnawbek.
- Ensure appropriate cultural opening when coordinating meetings both within the Atikameksheng Anishnawbek, for clients, families, communities, and other collaterals.
- Actively seek guidance from cultural staff how to incorporate culture into the position or how to work from a cultural perspective.
- Engage in learning and incorporating Anishinaabemowin language within the position.

Administration and Reporting:

- Complete administrative functions and reports, and adhere to Atikameksheng Anishnawbek policies, procedures, and relevant practices.
- Ensure submissions of reports are completed and reviewed.
- Prepare reports, statistics, and correspondence as required.
- Develop and maintain an individual detailed work plan of activities.
- Ensure confidentiality and safekeeping of all Atikameksheng Anishnawbek documents and records.
- Develop and maintain accurate, up-to-date, and concise work files.
- Work in compliance with the Occupational Health and Safety Act and any other relevant legislation.
- Prepare and submit monthly reports and travel expense claims and maintain attendance records.
- Follow Atikameksheng Anishnawbek human resources, finance and other policies and procedures in the performance of duties.

Please refer to our website: <https://atikamekshenganishnawbek.ca/> for posting details. A detailed job description is available upon request. Please quote the Competition No. in your cover letter and resume, and submit by email to employment@wfn.com, by fax to 705-692-5010 or by mail to:

Human Resources,
25 Reserve Rd,
Naughton, ON
P0M 2M0

Please note that preference will be given to qualified Indigenous applicants. **Please self-identify.**
Only those considered for an interview will be contacted.