

Animikii Ozoson Child and Family Services, Inc.
An agency under the Southern First Nations Network of Care (Southern Authority)

CIRCLE OF CARE PROGRAM COORDINATOR

Maternity leave coverage – up to 1 year

Posting #2019-020

Nature of the position

Reporting directly to the Family Enhancement Supervisor, the Circle of Care Program Coordinator is tasked with developing and facilitating cultural driven programming to families connected to and receiving services from Animikii Ozoson Child and Family Services.

Summary of Major Responsibilities / Duties

- Development, facilitation and recruitment of programs that builds on capacity and strengths and nurtures positive change for families. Program examples (but not limited to):
 - Parenting
 - Addictions
 - Family Violence
 - Budgeting, etc.
- Collaborate with agency staff and external resources included but limited to Knowledge Keeps and Elders, to enhance program delivery strategies
- Maintain and improve existing database for clients, standardized collection of data on participants including a log sheet on program support provided;
- Maintains written/verbal reports for case recording and statistical purposes
- Acts as a supportive liaison between the family and supervisor/case manager
- Maintain a safe, healthy, supportive and encouraging environment for families/children attending programming offered by the agency;
- Listens compassionately, tries to understand, and accepts the differences (i.e., societal, cultural, values, beliefs, etc.) that families might present with;

Minimum Qualifications

- Proven cultural awareness and experience with First Nations traditions and values
- Minimum 1 year of group program facilitation with an indigenous organization
- Minimum 1 year experience of program administration (paperwork, expenses, etc)
- Recent relevant work experience and/ or training or experience with families in parenting skills and strategies; and/or training/experience providing support to individuals who have experienced abuse or extensively struggling with behavioral/emotional concerns
- Specialized training/certification related to working with children with moderate behavioral/emotional needs in a supportive capacity; and/or experience working with adults with special needs. (considered an asset)
- Proven knowledge of community resources available to assist families/children
- Knowledge and understanding of the impact of colonization
- Able to work flexible hours during weekdays/weekends

Preference will be given to First Nation people and applicants are asked to self-declare in their cover letter.

A valid Manitoba Driver's License and access to a reliable vehicle are required, as the position requires travel within the city. All hiring is subject to a satisfactory Criminal Records Check and Child Abuse Registry Check. **Applications will be accepted on going until a suitable candidate is found.** We thank all who apply, however, only those selected for an interview will be contacted.

A complete application includes BOTH a cover letter referencing the job posting and resume with list of references and email address to:: recruitment@animikii.org