

Position Title:

Prevention Program Assistant

Posting Period: Until position is filled**Salary:** \$42,000 – \$47,000 annually**Nigig Nibi Ki-win Gamik Society**

Algonquins of Pikwakanagan First Nation has come together to create and assert *Nigig Nibi Ki-win*, whose name came to the AOPFN Tanakìwin by way of our naming ceremony conducted in accordance with Inàkonigewin. For greater certainty, our inherent right to self-government, as affirmed by the United Nations Declaration on the Rights of Indigenous Peoples and s. 35 of the Canadian Constitution Act, 1982, includes jurisdiction in relation to the wellbeing of Ninìdjànisinànig, Weshkinìgidjig, and their families. Algonquins of Pikwakanagan have cared for our Ninìdjànisinànig and Weshkinìgidjig in accordance with our customs and traditions. Ninìdjànisinànig, Weshkinìgidjig, and their families thrived because they were immersed in their language, connected to the land, and cared for by their people. Inàkonigewin has governed these lands for millennia, well before any colonial laws were brought and imposed on our people and lands. By asserting this Law through Nigig Nibi-Ki-win, we are not bringing into force a new law, but using our knowledge of Inàkonigewin to provide aid to our people in a modern context, in a way that cares for them, our ancestors, and our descendants. The only way to undo the damage that has been inflicted on our people by colonial governments is to re-assert our inherent right to care for our Ninìdjànisinànig and Weshkinìgidjig.

SUMMARY OF POSITION

The Prevention Program Assistant provides a complete range of professional support to a team of people and develops culturally relevant programming to resolve child welfare crisis and action plans to divert future and/or similar crisis. To provide professional program services with integrity, professionalism, and sound judgement to ensure complete confidentiality of information and respects and safeguards privacy entitlements of all members of the community. This is a full-time position with evening and weekend work often required.

DUTIES AND RESPONSIBILITIES**1. Program Assistant:**

- Assessment of community needs to determine types of social groups that would best address issues
- Multigenerational social interacting for assisting with the delivery of activities that brings together the community Elders with the young people.
- Facilitates group activities with children, youth, and adults.
- Answers incoming calls and directs accordingly, records messages when appropriate.
- Greets and assists the public and staff with general inquires, directing the public to the appropriate personnel.
- Work for action; obtaining briefing notes, reports and/or other relevant information required by the department.
- Assists with Prevention Services Team to co-facilitate with target population.
- Assists the Nigig Nibi Ki-win Gamik Society Program Coordinator in the development of workplans.
- Facilitates group program with children/youth intervention programs.
- Keeps community informed of planned events and activities.

2. Community Development:

- Supports Nigig Nibi Ki-win Gamik Society Program Coordinator in the daily management of the program duties of Nigig Nibi Ki-win Gamik Society Child and Family Services.
- Facilitates culturally relevant programming to our children, youth, and families.
- Types reports, memos, letters, and correspondence, filing, photocopying, arranging courier services, sending materials by fax, operating a computer etc.
- Organizes work for action; obtaining briefing notes, reports or other relevant information required by the department.
- Organizes, coordinates activities, facilities for meeting places, resource people, transportation for excursions, materials and an agenda for all meetings/workshops.
- Assists in planning for unique events such as participation in Youth & Elders gatherings, Traditional Teachings, Santa Claus Parades, etc.
- Informs community of planned events, i.e., newsletter.

3. Administrative:

- Incoming and outgoing correspondence, activity log, statistics, and time.
- Tracking/monitoring activities.
- Feedback from workshops, events, and surveys.
- Tracks/monitors strengths/weaknesses of activities of each group and group function.

4. Quality Management:

- Promotes cultural programs.
- Prepares for, and acts as a support person to community committees, as related to the program.
- Assists in preparing activity calendars for community newsletter.
- Encourages community participation in program activities, notifying parents of activities.
- Ensures accuracy in correspondence, gathering information and communication representing Nigig Nibi Ki-win Gamik Society.
- Respects legal obligations regarding children under the Child, Youth & Family Services Act.

5. Risk Management:

- Medium level of risk management is required for this position, however, in exercising judgement and taking self-directed actions within the scope of this work – a level of risk management is expected.
- Ensures thorough and complete protection of privacy, confidentiality and safeguarding of private and personal information for all clients and matters of sensitive nature. Careful judgement and vigilance are required in the use of social media and other media as these present risks for divulging personal information.

WORKING CONDITIONS

Work has a high public profile, extensive public contact, and is subject to deadlines and interruptions. Work involves one to one contact with clients; departmental leadership and direction. The work involves stressful situations from time to time. Duties require extended periods of sitting, reading a computer screen, typing and repetitive motion. Work involves out-of-office contact and out-of-community travel. Work requires flexible scheduling, as incumbent may be required to work evenings and weekends to meet program requirements.

EMPLOYMENT REQUIREMENTS

1. BASIC REQUIREMENTS:

- Post Secondary education related to social services, child and youth worker program, recreation or Grade 12 with relevant work experience.
- Ability to provide a clear Police Record Check with Vulnerable Sector Screening
- Ability to provide a clear drivers' abstract.

2. RATED REQUIREMENTS:

Knowledge:

- Experience with computers, MS software programs, and Internet.
- Experience in general office procedures and practices.
- Experience working with the public.
- General knowledge of prevention services/child and family services programs/services, principles, policy, procedures and with community-based service resources.
- Knowledge of administrative policies and practices.
- Knowledge of the cultural and social structure of Nigig Nibi Ki-win Gamik Society.

Abilities:

- Ability to deal with constant interruptions and varied clientele.
- Maintain effective interpersonal relationships with staff, Council members, Board members & community.
- Conduct ones'-self in a professional unbiased manner – always.
- Ability to work flexible hours.
- Ability to maintain confidentiality.

Personal Suitability:

- Strong oral, written and listening communication skills.
- Appreciation of and empathy with the needs of the clients.
- Ability to deal with constant interruptions and varied clientele.
- Highly motivated to work independently on assigned work.
- Possess tack, judgement, initiative, motivation, reliability.
- Possess good organizational skills.

Conditions of Employment:

- Must have a Class 'G' Ontario Driver's Licence, access to a reliable vehicle.
- Must provide proof of automobile insurance coverage.
- Maintain a valid Vulnerable Sector Check Screening/ Police Record Check, as required.
- Current CPR & Standard First Aid Certificate
- Willing work flexible hours up to 35hrs per week:
- Mondays & Fridays 8:30am-4:30pm
- Tuesdays-Thursday 10:30am-6:30pm
- Occasional Evenings and Weekend will be required.

PREFERENCE IN HIRING

Nigig promotes equal employment opportunities for all applicants. Persons who identify as Indigenous will be given preference as this role serves the needs of members of Algonquins of Pikwakanagan First Nation. Provided the candidate meets the basic requirements of the position and is deemed qualified following the interview process, preference will be given to a) the qualified Indigenous person who is a member of Algonquins of Pikwakanagan First Nation; then to, b) the qualified Indigenous person; then to, c) the qualified non-Indigenous candidate.

WE OFFER

- Competitive Salary
- Pension Plan
- Long- and Short-Term Disability
- Paid sick, vacation and special days
- 14 Provincial and Federal Statutory Holidays
- Health Spending account (Dental, Vision, Prescriptions)

Please submit your **cover letter and resume** to: employment@nigignibi.com

Contact Information

Nigig Nibi Ki-win Gamik Society

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Pikwakanagan, Ontario

Email: employment@nigignibi.com