

Position Title:

Family Wellness Program Assistant

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

Join our dynamic and dedicated team as we continue to develop capacity within the Algonquins of Pikwakanagan First Nation and greater unceded Algonquin territory. With our Child Well-being law, Nigig Nibi Ki-win, now fully in force, the community embraces a step in reconciliation by reclaiming jurisdiction over the safety and well-being of our children, youth and families.

We're looking for the right people to grow with the organization. Are you interested?

Learn more about Nigig: <https://www.nigignibi.com/about/nigig-nibi-ki-win>

SUMMARY OF POSITION

The Family Wellness Program Assistant provides a complete range of professional administrative and program support and assistance with program implementation to a team of people. Assists with culturally relevant programming, utilizing culturally appropriate traditions, practises, teachings that focus on and use of the land, to provide wholistic wraparound services. 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.

DUTIES AND RESPONSIBILITIES**1. Program Assistant-Facilitation of Programs and Services**

- Assists with the delivery of contemporary and culturally appropriate programs and services to children, youth, adults, families, groups and the community.
- Participates in training to learn facilitation skills, relevant training towards healing and helping to assist the community.
- Assists with planning, organizing, and coordinating activities, materials, and agendas, booking venues, resource people, transportation, for a variety of activities, events and programming that support family wellness.
- Active participant and engagement with clients in programs and activities.

2. Community Development

- Multigenerational social interacting for assisting with the delivery of activities that brings together the community from children to Elders.
- Assists with the creation of promotional materials and informs the community of planned events and activities, i.e., newsletter.
- Gather feedback from workshops, events, and surveys.
- Assessment of community needs to determine types of activities, events and programming that would best address current issues.

- Participates in relevant interorganizational meetings.
- Promotes community awareness of family wellness programs and services and encourages community participation.

3. Administrative

- Supports Family Wellness Supervisor and Manager in the daily management of the program duties of Nigig Nibi Ki-win Gamik.
- Answers incoming calls and correspondence and directs accordingly, records messages when appropriate, keeps logs of activities, statistics, and time
- Greets and assists the public and staff with general inquires, directing the public to the appropriate personnel.
- 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.
- Follow-ups with team members and program participants.
- Tracks/monitors strengths/weaknesses of each activity.

4. Quality Management

- Participates in department meetings.
- Participates in cultural awareness and cultural sensitivity training.
- Participates in staff development initiatives and training requirements.
- Ensures all certifications are current.
- Ensures accuracy in correspondence, gathering information and communication.
- Respects legal obligations regarding children under Nigig Nibi Ki-win and 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 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.

6. Other

Performs other related duties as may be required by the Family Wellness Supervisor and Manager.

WORKING CONDITIONS

Work has a high public profile, extensive public contact, and is subject to deadlines and interruptions. Work involves stressful situations from time to time. Due to the sensitive nature of personal information and potential interaction with individuals to whom services are being delivered, the Family Wellness

Program Assistant is required to keep all information confidential. Work involves extended periods of sitting and standing, reading a computer screen, typing and repetitive motion. The Family Wellness Program Assistant position requires a flexible schedule including evenings and weekends, out of office contact and out of community travel.

EMPLOYMENT REQUIREMENTS

Basic Requirements

- Grade 12 Diploma with a minimum of one year of successful experience working with individuals, families and groups, preferably in a First Nation setting.
- Able to work a flexible schedule including evenings and weekends.
- A minimum of a valid class "G" driver's license and access to a dependable vehicle and the ability to obtain passenger insurance.

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, principles, policy, procedures
- Administrative policies and practices.
- General knowledge of cultural and social structure of Nigig Nibi Ki-win Gamik Society.
- General knowledge intergenerational violence and trauma in Indigenous communities.
- Algonquin Anishinàbeg culture, social structure and traditional approaches to helping and healing.
- Pikwakanagan's community-based services and external resources.

Abilities:

- Ability to work in a fast-paced environment with interruptions and varied clientele.
- Coordinate, plan and facilitate sessions, clinics, presentations, workshops and activities.
- Respond to brief crisis intervention and report to supervisor
- Research, analyze, conceptualize, organize and effectively communicate verbally and in writing.
- Maintain effective interpersonal relationships with Nigig staff, AOPFN staff & community.
- Conduct ones'-self in a professional unbiased manner – always.
- Ability to work flexible hours.
- Ability to maintain confidentiality.

Personal Suitability:

- Strong interpersonal skills and appreciation of and empathy with the needs of the clients.
- Able to work effectively in an inter-disciplinary team environment.
- Tact, discretion and a professional level of confidentiality.
- Possess a high degree of initiative, self-motivation, reliable and thorough.
- Sensitive to Indigenous culture and values.

Conditions of Employment:

- Maintain a clear Vulnerable Sector Check Screening.
- Current CPR & Standard First Aid Certificate
- Proof of a class “G” driver’s license, a Clear driver’s abstract and access to a reliable vehicle
- Must provide proof of automobile insurance coverage.
- Complete and signed Code of Conduct and Confidentiality Agreement.
- Ability to work flexible hours including evenings and weekends.

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
- Employment benefits & pension plan
- Paid sick, vacation and special day leave
- 14 Provincial and Federal Statutory Holidays

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

Contact Information

Nigig Nibi Ki-win Gamik Society

1467 Mishomis Inamo,

Pikwakanagan, Ontario

Email: employment@nigignibi.com