
JOB DESCRIPTION**Choose Life Coordinator****Social Services Department**

Gaps in mental health and social services are present throughout the Nishnawbe Aski Nation (NAN) territory which has resulted in tragic youth suicides. Through the Jordan's Principle Child First Initiative funding for communities to develop their own solutions to address suicide and protect youth at risk of suicide has been made a priority through the Choose Life initiative. The responsibilities of the Choose Life Coordinator will be to assist NAN First Nation communities in navigating and accessing services through the Choose Life Specialization application process and to work collaboratively with the NAN First Nation communities and Health Canada in the engagement process.

Summary of Duties

This position provides program support to the Manager of the department. This position is responsible for meeting the needs of its directed target (funder's priorities) in conjunction with the department Manager and directly responsible for coordinating the program as follows:

- To provide awareness and support on the Choose Life application, reporting and carry forwards processes to NAN communities
- Develop, design and implement, in conjunction with the Manager, program related workplans, activities, workshops and training sessions and other program initiatives.
- Complete and maintain case records including completing required documentation in a timely manner.
- Other related duties as required.
- Coordinating and delegating the planned work of the Officers and Program Assistants (where relevant) as it pertains to the program.
- Provide program leadership on behalf of the Manager for logistical planning and implementation for in meetings, workplans, activities, workshops and training sessions and objectives related to the program and manage the project/activity budget given.
- Provide training, education and awareness activities that may include workshops, conferences, public presentations, group based activities or public education campaigns.
- Draft and prepare various basic funding applications and any reporting requirements for Manager/Director review.
- Provide options and connect people with programs or information as needed and keep a contact list.
- Outreach to our 49 First Nations and develop, solidify and maintain good working relationships.

- Collect and store department data in an efficient, organized and confidential manner using SharePoint.
- Support the NAN Chiefs assembly, and NAN activities as required.
- Coordinate, attend and participate in de-brief meetings.
- Research, report writing, briefing notes and presentation of information when required.
- To assist in preparing updates on the status of the issues and initiatives for the information of the Executive Council and the NAN Chiefs.
- Provide overall case management and coordination with service providers.
- Attending all organizational meetings as requested and adhering to NAN policies, procedures, and protocols.
- Input documentation as required through scanning for record keeping in SharePoint.
- Undertake and complete assigned projects and duties independently and effectively.
- Collect routine data from communities, partners, Program Officers, and Coordinators when required.
- Continuous update sub-committees' advisory groups and task teams' distribution lists.
- Complete all mandatory training assigned.
- Other duties as required.

Other

- Must have ability to run errands and attend meetings at various locations during working hours.
- This position may require frequent travel at times by car (personal and or rental) or aircraft. The duration of travel may vary from day trips to multi-day overnight travel.

Cross Training:

- This position is cross trained with the Administrative Assistant and/or Program Assistant if the position exists in the department to cover the following duties when requested:
 - Creating agendas and transcribe minutes.
 - Photocopying, organizing, and preparing materials for meetings.
 - Arrange travel for staff (if required) in the department as well as for the delegates.
 - Booking venues, arrange catering.
- Completing purchase orders, preparing cheque reqs, honorariums and submitting vendor payments through the HRIS on behalf of the Manager/Director
- Correspondence with internal and external partners that attend meetings, conferences etc.

Competencies And Qualifications:

Candidate must possess the following skills and attributes:

Education:

College Diploma or equivalent combination of education and experience in a related field is required.

Credentials:

Not Applicable

Experience:

3 years of experience working in an office environment and 1-3 years of program-related experience is preferred.

Knowledge:

- Position demands a pleasant disposition, flexibility, ability to multi-task, organize, problem solve, set priorities, enter data, and communicate effectively.
- Understanding of modern office technologies including word processing software, and basic spreadsheet development.
- Effective written and computer literacy
- Must be able to respect confidentiality and make sound decisions.
- Must be able to undertake and complete assigned projects and duties independently and effectively.
- Position must be familiar with current community resources.
- Sound knowledge of methods, techniques, or procedures that are commonly accepted practice in the predominant field of work.
- A good understanding and interest in NAN communities, FN organizations and current events.
- Thorough knowledge and understanding of indigenous culture and traditions within the NAN territory and communities.
- Fluency in NAN dialect (Cree, Oji-Cree or Ojibway) an asset.

Effort:

- Light physical effort on a frequent basis with some heavy lifting (up to 40lbs) or moving of materials from time to time.
- Primarily desk work with prolonged sitting.
- Work requires a moderate level of dexterity requiring minimum keyboarding skills.

Working Conditions:

- Mainly working in an office setting with short periods working in a warehouse setting.
- Working within NAN Communities, away from home on a frequent basis.
- Travelling in both commercial and smaller aircrafts.
- Highway driving may also be required.
- Working with the public
- Working in various meeting locations as required.

Financial Authority

This position has the authority to approve up to \$10,000.00.

Accountability

This position is under the day-to-day supervision of the department Manager with further accountability to the Chief Administrative Officer for overall performance.

LOCATION OF WORK: Thunder Bay

PORTFOLIO: Social Services Department

CREATED /LAST UPDATED: June 2024

