



The Shkagamik-Kwe Health Centre is currently accepting applications from interested, qualified individuals for the position of:

ONE FULL-TIME POSITIONS – NEAP FASD Project Coordinator

SHKAGAMIK-KWE HEALTH CENTRE

The Shkagamik-Kwe Health Centre (SKHC) provides a wide range of programming services including traditional healing, health promotion, chronic disease management, family-focused maternal/child health care, addictions counselling, mental wellness care, diabetes care, youth empowerment and many other programs. These are provided in a culturally safe manner to the urban aboriginal population living in the City of Greater Sudbury and partner First Nations.

All services are based on implementing best practices for community health care while prioritizing the incorporation of traditional teachings, cultural value systems and traditional healing methods of Aboriginal values emphasizing the connectedness of emotional, spiritual, physical and mental well-being. This unique approach is what makes SKHC so important to the area's Aboriginal population. We provide these services and activities in a culturally safe environment that honours the teachings of our ancestral relations.

POSITION SUMMARY

The NEAP FASD Project Coordinator shall assume a coordination role for the Northeast Aboriginal FASD Education Partnership Project with member partners: Maamwesying North Shore Community Health Services, Noojmowin-Teg Health Access Centre, Shkagamik-Kwe Health Access Centre, the Union of Ontario Indians, Sault College and Health Sciences North. The Coordinator will be responsible for developing, implementing, monitoring, evaluating and administering the FASD-EP program in accordance with the accountability agreement and with the organization's requirements which includes but are not limited to: financial and administrative management, information management system and submitting financial and written statistical reports to Department of Indigenous Services Canada.

The NEAP FASD Project Coordinator will collaborate with Kenjgewin Teg Education Institute, Anishinabek Education Institute and Sault College in the delivery of the FASD Certificate Program and will provide support to the sponsored students of the NEAP FASD Project. The NEAP FASD Project Coordinator will support children and families attending the FASD Diagnostic Clinic through resource, training, advocacy and networking within the related systems of FASD.

EXPERIENCE

A minimum of five (5) years direct experience working with Aboriginal families and familiar with culture-based services, social work, or in crisis intervention, child welfare, justice or other health settings. Experience working with First Nations, Inuit and Metis (FNIM) people in community-based settings and fluency in a traditional language is an asset.

QUALIFICATIONS

- Post-secondary degree in health, social science or a related discipline, or a combination of undergraduate degree and significant experience.
- Three to five-year experience in project coordination and/or management.
- Two to five year's work experience in FASD including program coordination, prevention, intervention and treatment as well as follow up support.
- Three years community development experience specifically First Nation capacity building and committee development and maintenance.
- Knowledge and interest in health issues affecting First Nation people specifically with FASO.
- Demonstrated understanding of data collection analysis, policy development and program planning.

- Three to five years of demonstrated administrative management and coordination skills and experience.
- Knowledge and proficiency in the use of personal computers and various word processing, database, computer graphics and accounting software packages.
- Good analytical and problem-solving skills with administrative conflict management skills.
- Excellent program facilitation, coordination and planning skills.
- Excellent oral and written communication skills.
- Successful proposal development skills.
- Ability to work independently with limited direction.
- Ability to work flexible hours including unplanned overtime.
- A clear criminal reference check is a condition of employment.
- Valid Ontario driver's license and use of own vehicle for SKHC business.

DUTIES AND RESPONSIBILITIES

PROGRAM ADMINISTRATION:

- Ensure service, research and financial requirements outlined in the FASD NEAP proposals and strategic plans are met.
- Monitor financial statements of the FASD- NEAP and provide reports and recommend corrective requirements of any variances.
- Reviews all accounts payable and receivable under the program and signs off payables prior to submitting to finance for payment.
- Ensures expenditures are completed as established within the organizational policies and procedures and are charged to the appropriate budget lines and complete corrective entries if required.
- Assist in the enhancement of existing FASD-NEAP through capacity building, training and support.
- Administer sponsorship for students in the FASD Certificate Program: coordinate accommodations and travel for students to attend in class sessions, coordinate payment of tuition and books for students.
- Promote the coordination of FASD-NEAP services at the community, regional and provincial level through committee coordination, assistance and development.
- Provide analysis and advice regarding policies, regulations affecting FASD-NEAP Maintain professional and technical knowledge by attending educational workshops, symposiums/seminars, reviewing publications and establishing personal networks.

PROGRAM COORDINATION AND SUPPORT:

- Collaborate with Sault College, Kenjgewin Teg Education Institute and Anishinabek Education Institute to deliver the FASD Certificate Program by making recommendations for program instructors, providing the most current relevant research and data on FASD, linking students in the FASD Program with available resources and FASD networks.
- Develop partnerships and networks with organizations to identify and address training and other needs relevant to FASD.
- Coordinate region wide awareness campaigns in consultation with NEAP partnership, area FASD networks and provincial FASD networks.
- Promote and encourage the exchange of information, and sharing of resources.
- Actively participate in regional and provincial FASD networks, lobby for a provincial FASD Strategy.
- Assist with planning, implementing and evaluating the training requests for communities or regional staff as requested.
- Identify and coordinate community workshops by networking with regional and provincial FASD networks.
- Review, analyse and provide briefings on policies impacting FASD services.
- Network with other First Nation committees, programs and projects for diagnostic, treatment, education and family support services and programs.
- Assist families with children suspected of FASD navigate the system and support these families pre and post diagnosis.
- Become informed on FASD research and coordinate FASD research projects conducted within the geographical area of the NEAP partnership.
- Support the FASD Diagnostic Clinic: lobbying for financial sustainability, network with referrals pre and post diagnosis, provide resources/books/fact sheets for families attending the diagnostic clinic.

WORK SITE LOCATION

SKHC Community Centre – Sudbury, ON.

ORGANIZATIONAL RELATIONSHIPS

The NEAP program coordinator will report to the Director of Community Programs. In addition, they will maintain positive working relationships with the NEAP Partners, Health Directors and Community Health staff of First Nation communities in addition other partners and allies

CONTRACT

This is a full-time (35 hours/week) permanent position. The Shkagamik-Kwe Health Centre is committed to offering competitive salary packages, an incredible work environment and opportunities for career advancement.

HOW TO APPLY

Shkagamik-Kwe Health Centre is an equal opportunity employer, however hiring preference will be given to qualified Aboriginal applicants. For further information, please visit our website at www.skhc.ca. Qualified candidates can apply via e-mail, mail, facsimile or in-person, before 12:00 pm on September 20th, 2019:

Shkagamik-Kwe Health Centre
161 Applegrove Street
Sudbury, Ontario P3C 1N2

EMAIL: resume@skhc.ca
CONFIDENTIAL FAX: 705-675-6277

We thank all those who apply. Only those selected for further consideration will be contacted.
As we promote employment equity, we encourage candidates to voluntarily self-identify if they are Aboriginal, and/or a member of a visible minority group.