



N'Amerind (London) Friendship Centre  
260 Colborne St  
London ON N6B 2S6  
Ph (519) 672-0131 Fax (519) 672-0717

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## EMPLOYMENT POSTING

**Position:** Apatisiwin Program Coordinator

**Term:** Full Time

**Wage:** \$24.00/hr to Start

**Posting Date:** October 8, 2024

**Closing Date:** October 22, 2024 at 4:00 pm

### Description:

The Apatisiwin Program Coordinator will provide employment counselling, verify clients' eligibility or entitlement to insurance benefits, assess the employment assistance needs of clients and determine appropriate interventions, assess client employment readiness and literacy needs in order to become employment ready, prepare client/employer/organization intervention contracts, engage in contract monitoring activities. The Apatisiwin Program Coordinator will report to and work under the direct supervision of the Education Section Manager.

### Qualifications:

1. A bachelor's degree or college diploma in a related field, such as psychology, social services or education, or Completion of secondary school
2. A minimum of two (2) years of direct employment counselling or job coach experience and/or certified in one of the following Assessment Component of Employment Counselling, Life Skills Coach, Career Development Practitioner or Career Facilitation or in services related to counselling
3. The Applicant requires strong public relation skills and demonstrated experience in establishing and maintaining effective relations with community partners and stakeholders
4. Strong knowledge of and experience with contracts and the ability to maintain notes, files and action planning and counselling interventions
5. Demonstrated ability to provide respectful, courteous and professional services with a client-centered approach, paying particular attention to the client barriers to employment and career enhancement
6. Working knowledge of Industry trends, the local labor market and the areas of growth projected as skills shortages in various sectors
7. Experience in developing employment related workshops and group facilitation
8. Excellent oral and written communication skills and interpersonal skills
9. Will possess knowledge of Indigenous historical and contemporary issues
10. Possesses no criminal charges/record pertaining to offences against the vulnerable sector
11. Experience completing quarterly statistical and narrative reporting
12. Capacity to work under pressure, meet deadlines and work flexible hours
13. Proficiency in applicable software programs including word processing and data base programs
14. Must possess valid driver's license and daily access to personal reliable transportation.

**Responsibilities:**

1. Verify clients' eligibility or entitlement to insurance benefits, assess the employment assistance needs of clients and determine appropriate interventions, assess client employment readiness and literacy needs in order to become employment ready, prepare client/employer/organization intervention contracts, engage in contract monitoring activities;
2. Interpret EU budgets and financial statement, monitor contract commitments and actual expenditures on all contracts, understand the terms and conditions laid out in the allocations
3. Work in coordination with finance when administrating the operations and or intervention budgets
4. Participate on committees that promote Employment & Training Initiatives, Promotion of potential partnerships between other Employment Unit/Local Delivery Mechanisms and other agencies
5. Exercise confidentiality of client information as per Privacy Act
6. Maintain client files in a locked filing cabinet
7. Input client information and maintain client files on a daily basis
8. Develop and design program promotion materials, advertising, pamphlets, brochures, newspaper
9. Report monthly and quarterly and annual basis as required by the OFIFC
10. Develop annual community plan, quarterly narrative reports to the OFIFC
11. Accurately report and ensure all program objectives are being met in accordance with agreements
12. To undertake any other such reasonable duties as may be assigned from time to time

**INTERESTED APPLICANTS ARE TO SUBMIT A COMPLETE APPLICATION PACKAGE INCLUDING:**

- A CV and cover letter, in Word or PDF format
- **Two work related references and One character reference**
- Copies of relevant certificate, diploma, degree
- Vulnerable Police Check (at cost to applicant) to:

**Mail or Hand Deliver: Hiring Committee**

**Re: Apatisiwin Program Coordinator  
N'Amerind Friendship Centre  
260 Colborne Street  
London, ON N6B 2S6**

**Email:**

**oms@namerind.on.ca  
Re: Apatisiwin Program Coordinator**

**Fax:**

**(519) 672 0717  
Attention: Personnel Committee  
Re: Apatisiwin Program Coordinator**

- All applications will be screened based on receiving a **complete application package**
- Only those contacted will be granted an interview
- A registered member of a First Nation as per Section 16 (1) of the Human Rights Act is preferred.

**Application Deadline:**

**October 22, 2024 at 4:00 pm  
Late or incomplete submissions will not be accepted**