



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

EMPLOYMENT POSTING

Position: WASA-NABIN PROGRAM COORDINATOR

Term: Permanent

Wage: \$24.00/hr to Start

Posting Date: October 8, 2024 Closing Date: October 22, 2024 at 4:00 pm

Under the direct supervision of the Child & Youth Section Manager, the Wasa-Nabin Program Coordinator will provide support to Indigenous Youth between the ages of 13 – 18 who are identified as at-risk with the support, tools and healthy activities which would build upon and foster their inherent ability to make healthy choices. The Coordinator will incorporate traditional cultural teachings and values and will help foster responsible positive decision making and influence critical thinking.

Qualifications:

- Child/Youth Worker Diploma or degree in health/social related or field experience
- Knowledge of social, cultural and recreational needs and interests of children and youth
- Ability to work professionally, collaboratively with youth and their families as well as community and agency personnel
- Understanding of Indigenous cultures;
- Knowledgeable about health, social and economic influences impacting Indigenous people
- Knowledge of Indigenous organizations in the London area
- Excellent interpersonal, organizational, coordination and facilitation skills
- Self-directed and motivated
- Strong verbal and written communication skills
- Own vehicle and possess valid driver's license

Responsibilities:

- Provide monthly, quarterly and annual written reports as required
- Assists in the development of program budget
- Manages resources and materials within the program
- Responsible for the development and maintenance of program records and statistics
- Develops and maintains client files
- Participates in relevant activities at community level
- Actively seeks funding through proposals for new initiatives
- Develops and maintains effective partnerships
- Develops referral system, carries out client intake
- Develops schedule based on program description and work plan
- Recruits' volunteers/student placements
- Energetically promotes the availability of the program

- Actively recruits program participants within the Indigenous Community
- To undertake any other such reasonable duties as may be assigned from time to time

Please read the following very carefully. Incomplete submissions will not be considered.

INTERESTED CANDIDATES ARE TO SUBMIT A COMPLETE APPLICATION PACKAGE, INCLUDING:

- Cover letter
- Resume
- **Two work related references and One-character reference**
- Copy of relevant certificate, diploma, degree

Mail or Hand Deliver: **Hiring Committee**
 Re: Wasa-Nabin Program Coordinator
 N’Amerind Friendship Centre
 260 Colborne Street
 London, ON N6B 2S6

Email: **oms@namerind.on.ca**
 Re: Wasa-Nabin Program Coordinator

Fax: **(519) 672 0717**
 Attention: Personnel Committee
 Re: Wasa-Nabin Program Coordinator

Note:

- All applications will be screened based on the receipt of 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.
- **All applicants understand and agree that by submitting a job application; at their cost, the Successful candidate will be required to submit a clear Vulnerable Sector Police Record Check (Level 3) as a condition of employment.**

Application Deadline: **October 22, 2024 at 4:00 pm**
 Late or incomplete submissions may not be accepted.