



N'Amerind (London) Friendship Centre

260 Colborne St.

London ON N6B 2S6

Phone (519) 672-0131 Fax (519) 672-0717

POSITION: APATISIWIN PROGRAM COORDINATOR

TERM: PERMANENT 35 HOURS/ WEEK

Wage: BASED ON EXPERIENCE AND QUALIFICATIONS

Posting Date: April 28, 2025 Closing Date: 4:00 pm. Monday, May 12, 2025

PROGRAM DESCRIPTION:

The Apatisiwin Program Coordinator is responsible for providing employment counselling and support services to clients, as well as provide direct supervision of the Apatisiwin Youth Counsellor. Key responsibilities include verifying client eligibility for benefits, assess the employment readiness, and literacy needs, determining appropriate interventions, and preparing and monitoring client, employer, and organization contracts. The Coordinator operates under the direct supervision of the Section Manager to ensure effective program delivery and client success.

Qualifications:

- A bachelor's degree or college diploma in a related field, such as psychology, social services, or education, or successful completion of secondary school and related work experience.
- A minimum of two (2) years of direct experience in employment counselling or job coaching, and/or certified in one of the following areas: Employment Counselling Assessment, Life Skills Coaching, Career Development Practice, Career Facilitation, or related counselling services.
- Strong public relations skills with demonstrated experience in establishing and maintaining effective relationships with community partners and stakeholders.
- In-depth knowledge and experience with contract management, including maintain notes, files, action plans, and counselling interventions.
- Proven ability to provide respectful, courteous, and professional client-centered services, with attention addressing barriers to employment and career development.
- Working knowledge of Industry trends, the local labor market, and projected areas of growth and skills shortages across various sectors.
- Experience in developing and facilitating employment-related workshops and group sessions.
- Excellent oral and written communication skills, along with strong interpersonal abilities.
- Knowledge and understanding of Indigenous historical and contemporary matters.
- Experience in completing quarterly statistical and narrative reporting.
- Ability to work under pressure, meet deadlines and work flexible hours.
- Proficiency in applicable software programs including word processing and database management.
- Must possess valid driver's license and daily access to reliable personal transportation.

Duties:

- Assess client eligibility, employment readiness, and support needs; determine and implement appropriate interventions.
- Prepare, monitor, and manage client employer, and organizational intervention contracts.
- Interpret budgets and financial statements; monitor expenditures and ensure compliance with funding terms.
- Collaborate with the Finance Department on operational and intervention budget management.
- Participate in committees and build partnerships with employment services and community agencies.
- Maintain confidentiality and secure client files in accordance with the Privacy Act.
- Update and manage client records daily in both physical and electronic formats.
- Develop promotional materials to support program outreach and visibility.
- Prepare and submit all required reports, including quarterly and annual submissions to OFIFC.
- Develop annual workplan and ensure program objectives and reporting requirements are met in accordance with funding agreements.
- Perform other related duties as assigned by the Section Manager.

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

Mail: Personnel 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

Note:

- 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.
- **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: Monday, May 12, 2025, at 4:00 pm
Late or incomplete submissions will not be accepted