

MÉTIS NATION OF ONTARIO JOB POSTING

COMMUNITY ACTION PROGRAM FOR CHILDREN COORDINATOR

Internal/External Posting
Indeterminate
Full-time

Location: Thunder Bay, Ontario
Closes: March 20, 2019 - 4:30 p.m.
Posting: 032019-CAPC-TBAY

Applications must be submitted on-line at <http://www.metisnation.org/job-board/careers/>

The Métis Nation of Ontario (MNO) Healing and Wellness (H&W) Branch is seeking a strong team player committed to quality community service to provide a range of services as the Community Action Program for Children (CAPC) Coordinator.

The Community Action Program for Children (CAPC) program helps families with young children (0 to 6 years) living in conditions which may impact their ability to reach optimal health. The goals of the CAPC program are to improve healthy child development by improving parenting and care-giving skills, reduce the incidence of children at risk, promote healthy lifestyles, cultural teaching and community development, decrease social isolation, increase child self-esteem, and provide child-focused activities. The CAPC Coordinator will be integral in promoting and creating partnerships in the community.

This indeterminate, full-time position is based at the MNO office in Thunder Bay with some travel throughout the region. Upon successful completion of three months' probationary period, the successful candidate will be enrolled in group benefits and Registered Pension Plan.

In carrying out the following duties, it is expected that the Community Action Program for Children Coordinator will:

- Fully understand the significance and fundamental importance of MNO's Statement of Prime Purpose (SPP) to all MNO's work, and to the requirements of the position specifically
- Adhere to MNO Policies and Procedures and MNO's Financial Policies and Procedures at all times
- Uphold MNO's Standards of Professional Conduct at all times
- Adhere to Privacy Laws and respect confidential information at all times
- The employee must be cognizant of the Ontario Employment Standards Act, Occupational Health and Safety Act, Workers' Safety and Insurance Board, Ontario Human Rights Code, Canadian Human Rights Act, and other legislative provisions governing the employment relationship between MNO and the employee
- Ensure that all activities are conducted in accordance with established Métis Nation of Ontario Policies and Procedures and Contribution Agreements (CA)
- Work in collaboration within the Branch, other MNO branches, MNO leadership, MNO citizens, MNO contractors and consultants on related projects
- Attend the Annual General Assembly (MNO Policy 2.120)

The incumbent is responsible for the following duties, as well as other duties as may be assigned by the Manager of Programs and Services:

1. Deliver the programs in the spirit and philosophy of the Métis Nation of Ontario's Statement of Prime Purpose
2. Establish a regional client base to improve healthy child development by improving parenting skills, decreasing social isolation, increasing child self-esteem and providing child-focused activities
3. Develop network of clients, volunteers, Elders and Senators and co-ordinate their activities in accordance with a work plan
4. Provide culturally appropriate programming which may include nutritional support, parenting classes, drop-in groups, child health and development activities, outreach and home visiting and specialized programs as required
5. Follow strict guidelines and processes to ensure client/participant confidentiality at all times in compliance with privacy legislation
6. Prepare financial, monthly, quarterly, mid-year and annual narrative reports to be submitted to the Supervisor
7. Participate in on-going professional development/training activities as resources permit (training typically takes place 2-4 times per year at various locations throughout the province)
8. Under Supervisor direction, participate in local committees pertinent to the program
9. Work jointly with other Healing & Wellness Branch employees to meet program funding requirements and to support MNO community activities



Métis Nation of Ontario
Human Resources

Métis Nation
of Ontario 
25 YEARS

Mandatory Qualifications:

- Post-Secondary education in a Social or Children's Health-related field and/or minimum 2 years' experience in providing social support services to clients in an Indigenous setting
- Co
- Proficiency with computer programs (Outlook, Excel, Word and PowerPoint)
- Available to work flexible hours with ability to work extended hours or weekends when required
- Availability and willingness to travel which may require overnight stays away from place of residence
- Reliable vehicle and valid driver's license (Full class "G"), \$2,000,000 liability insurance coverage
- Successful completion and maintenance of a Police Check and Vulnerable Sector Check
- Current CPR/First Aid Certification or willingness to obtain

Requirements:

- Knowledge of the Métis Nation of Ontario and programs
- Knowledge of Indigenous programs and services
- Ability to work as part of a team and independently with minimal supervision
- Well-developed administrative, organizational and communication skills in order to meet deadlines
- Willingness and ability to travel throughout Ontario
- Ability to lift 11.5 kg when required
- Bilingualism would be considered an asset

The Métis Nation of Ontario welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.

We thank all applicants for their interest but advise that only those selected for an interview will be contacted. Preference may be given to qualified Métis candidates.