

## **Ndinawemaaganag Endaawaad Inc.**

### **EMPLOYMENT OPPORTUNITY –**

**2022-028**

<b>Position:</b>	Programs facilitator		
<b>Salary:</b>	Subject to Qualifications		
<b>Classification:</b>	Full Time	<b>Hours of Work:</b>	Evenings, Weekends
<b>Reports To:</b>	Programs Manager	<b>Closing Date:</b>	4:00 pm July 15, 2022

#### **General Responsibility:**

- Develop and implement a variety of activities aimed at reducing the social isolation youth experience.
- Plan monthly activities schedules.
- Facilitating the skill development of youth through role modeling and actively engaging them in hands on learning.
- Develop and maintain strategic partnerships with resources and services which support the goals of the program.
- Develop and maintain positive relationships with youth based on trust, respect, and confidentiality.
- Provide supervision and support to youth accessing Ndinawe programs promoting safety and respect among all participants.
- Respond to crisis/emergent situations as required.
- Ensure appropriate documentation of interactions with youth, logbook documentation and incident reports as required.
- Maintain program statistics, complete written reports, and evaluation processes as required.
- Work collaboratively with all with the Ndinawe programming staff to ensure the needs of the youth are being met.
- Attend staff meetings and participate in staff development as directed by the Program Manager.
- Maintain workspaces and participate in the general cleanup of the building on a daily basis.
- Follow all policies and procedures as outlined in the Ndinawe Personnel Policy and site-specific manual.
- Performs other tasks consistent with this job description as per personnel policies and procedures that aligns with the support and growth of Ndinawemaaganag Endaawaad Inc.

#### **Qualifications Required:**

- Post-Secondary degree in the Human Services Field (Social Work or Child and Youth Care).
- Experience working with Indigenous youth 13-24 years of age who may be disconnected from their families, communities and culture and engaging in high-risk activities.
- Strong knowledge concerning the impact of colonization and cultural assimilation of Indigenous people.
- Proven capacity to effectively plan and implement programming.
- Demonstration of advanced interpersonal skills.
- Ability to foster a safe and supportive atmosphere within the building, acting as a role model for healthy attitudes and positive relationships.
- Respect for and knowledge of traditional Indigenous healing, culture, traditions, teaching, and ceremonies with capacity of integrating same into daily wellness activities.
- Proven ability to work with a high degree of compassion, understanding and sensitivity.
- Strong ability to work under minimal supervision and act with a high degree of independent judgement, taking action on a variety of matters as required.
- Demonstrated ability to participate in and contribute to a strong team environment with an inclusive and collaborative approach.

- Proven ability to work in a stressful and changing work environment.
- Capacity to manage sensitive and confidential situations with professionalism, confidentiality, and respect.
- Strong working knowledge of child welfare and protection issues, including relevant legislation and reporting requirements.
- Current training in conflict resolution, de-escalation and risk assessment preferred.
- Ability to provide and receive constructive feedback.
- Demonstrated commitment to continual learning and improvement through the incorporation of reflective work-based learning approaches.
- Ability to communicate effectively in English, both written and verbally.
- Proficient computer skills: MS Word, Excel, Internet, E-mail.
- Subject to Criminal Record Check, Child Abuse Registry Check and Prior Contact Check.
- Valid Class 5 Drivers License.

As an Indigenous organization preference will be given to applicants who self-identify as being First Nations, Métis, or Inuit. Applicants are encouraged to self identify in their cover letter.

Ndinawe requires a satisfactory criminal record check (including vulnerable sector search), child abuse registry check, and Prior contact check prior to the commencement of employment.

Ndinawe will accept existing criminal record checks and child abuse registry checks if dated within 3 months of your start date. Should you be the successful candidate these documents are a condition of employment.

Applicants are required to send a current resume with a cover letter clearly outlining your qualifications to:

Human Resources, Ndinawemaaganag Endaawaad Inc.  
650 Burrows Avenue  
Winnipeg, MB R2W 2A8  
Email: [HR@ndinawe.ca](mailto:HR@ndinawe.ca)

**\*We thank all applicants for their interest; however only those candidates selected to an interview will be contacted.**