



ANISHINABEK NATION

“To give a voice to the vision of the Anishinabek Nation and to preserve Anishinaabe Bimaadziwin while advancing our goal of Nationhood.”

EMPLOYMENT OPPORTUNITY

Fetal Alcohol Spectrum Disorder (FASD) Coordinator

Location: Anishinabek Nation Head Office, Nipissing First Nation

(Due to the current pandemic, Anishinabek Nation employees are currently working remotely)

Full Time Position with Benefits

(after successfully completing 3 months of employment)

The Fetal Alcohol Spectrum Disorder (FASD) Coordinator is responsible for overseeing and assisting with the development of on-going, culturally appropriate and community-based resources, to assist with capacity building at the community level and to ensure advocacy on all aspects of fetal alcohol syndrome on First Nations. The FASD Coordinator is also responsible for carrying out the responsibilities associated with coordination of two Regional FASD Workers, as well as all assigned activities necessitated by the Director and the assigned program area and for working within policy parameters and administrative guidelines.

QUALIFICATIONS:

- Post-secondary Social or Health-related Degree/Diploma/Certificate;
- Minimum of two years' experience working in a social or health position;
- Working knowledge of Fetal Alcohol Spectrum Disorder (FASD) program and standards;
- Experience working with a First Nation organization;
- Have a valid Ontario driver's license and be insurable under UOI policy; and Knowledge of, or willingness to learn, Anishinaabemowin is required.

REQUIRED SKILLS:

- Exhibit professional attitudes and behavior;
- Good analytical and problem solving skills;
- Experience preparing briefing notes, reports, memorandums, and policies;
- Experience in the delivery of workshops and training sessions either online or in-person;
- Excellent computer skills (Microsoft Word, Excel, Outlook, Adobe Acrobat);
- Ability to understand and speak Anishinaabemowin or willingness to learn is an asset; and
- Understanding of Anishinabek culture is an asset.

RESPONSIBILITIES:

- Developing ongoing, culturally appropriate and community-based resources to assist with addressing all aspects of fetal alcohol syndrome on First Nations;
- Identifying new initiatives and resources which could be utilized by First Nations within existing services;

- In collaboration with the Anishinabek Health Director, proposing direction for the program;
- Establishing work priorities, and ensures deadlines are met and procedures are followed;
- Obtaining and disseminating information on the syndrome, its effects and causes;
- Providing direction, support and supervision to FASD Regional Workers;
- Ensuring that all program reports including financial expenditures are reported to appropriate funders;
- Monitoring FASD program expenditures and cost centre authorization;
- Meeting with government agencies on program-related issues as required; and
- Performing other duties as assigned.

APPLICATIONS MUST INCLUDE THE FOLLOWING:

- Cover Letter;
- Resume;
- Three employment references;
- Identify whether the applicant has been previously employed by the Anishinabek Nation (formerly Union of Ontario Indians);
- Identify whether the applicant is a member of one of the 39 Anishinabek First Nations. Preference will be given to applicants who are a member of one of the 39 Anishinabek First Nations; and
- The Anishinabek Nation welcomes and encourages applications from people with disabilities. Accommodations are available upon request for candidates taking part in all aspects of the hiring process.

Applications must be received no later than 4:30 p.m. on Friday, December 3, 2021 by:

Glenda St. Amour
Director of Corporate Services
Anishinabek Nation
Fax: (705) 497-9135 | Email: glenda.st-amour@anishinabek.ca

For inquiries regarding this position, please contact:
Jamie Restoule, Health Director at jamie.restoule@anishinabek.ca

Miigwetch to all applicants for their interest, however, only those who qualify for an interview will be contacted.