



# NOGDAWINDAMIN FAMILY AND COMMUNITY SERVICES EMPLOYMENT OPPORTUNITY



NOGDAWINDAMIN Family and Community Services, a designated Aboriginal Child Welfare Agency under the Child and Family Services Act serving member First Nations situated between Sault Ste. Marie and Sudbury is seeking to hire a:

**CASE MANAGER – JORDAN'S PRINCIPLE - INFRASTRUCTURE SPECIALIST**  
**LOCATION TO BE DETERMINED**  
**Starting Salary: \$63,261.00**

**FULL TIME – CONTRACT TO MARCH 31, 2020**  
**(\*Extension pending annualized funding)**

### Overview of Responsibilities

Reporting to the Facilities Supervisor, the Case Manager has primary responsibility to act as a focal point for the children and families across the seven North Shore First Nation communities in relation to housing and accommodation needs. The Case Manager provides service coordination and planning in cooperation with other Agency personnel and is focused primarily on identifying and addressing housing and accommodation needs related to children in care and families in receipt of agency services.

### QUALIFICATIONS

#### Education and Experience Requirements

- Civil Engineering Technologist Diploma
- Minimum requirement of a college diploma in building related technologies
- Training and/or Certification in Building Maintenance Management would be an asset
- Two (2) years' experience coordinating and/or managing contract services
- Experience negotiating and coordinating contracts, RFP's and work orders
- Experience working with aboriginal people, organizations and communities

#### Knowledge Requirements

- Knowledge of Nogdawindamin programs and services
- Knowledge of First Nation communities and structures – specifically related to housing and building construction
- Knowledge of building systems and technologies
- Working knowledge of Federal and Provincial residential building codes, infrastructure requirements, Health and Safety Legislation and building maintenance practices
- Knowledge of building construction trades and trade practices
- Some knowledge and understanding of the Child Youth and Family Services Act
- Knowledge, understanding, respect and sensitivity of Anishnawbek culture, traditions and the Seven Grandfather Teachings

#### Special Skills & Abilities

- Excellent project management skills and excellent technical skills
- Excellent interpersonal skills and excellent negotiation skills; excellent case management and coordination skills
- Excellent mediation, problem solving and conflict resolution skills; excellent oral and written communication skills
- Excellent organizational skills and excellent time management skills; General building maintenance skills
- Excellent computer skills with MS Office software; excellent financial management and budgeting skills
- Ability to read and understand blue prints and perform technical mathematical calculations
- Ability to manage and coordinate multiple priorities; ability to work at heights (ie. Ladders)
- Ability to work independently and within a team environment; ability to deal with difficult and conflicting situations
- Ability to use good judgment and consistently display a positive and helpful attitude
- Ability to take initiative and meet deadlines; ability to work flexible hours including unplanned overtime
- Ability to adapt to and manage change; ability to work in a fast paced environment; ability to travel
- Ability to work with confidential and highly sensitive and personal information
- Proven ability to work with First Nation communities and people
- Ability to understand and speak Anishnaabemowin is a definite asset

#### Other Requirements

- Must provide a Criminal Records Check deemed satisfactory by the employer upon offer of employment
- Must have a Class 'G' Ontario Driver's Licence, access to a vehicle and the ability to travel
- Must have \$1M automobile insurance coverage

Nogdawindamin Family and Community Services has been in operation for over 25 years. We are committed to providing a barrier-free work environment in accordance with the Accessibility for Ontarians with Disabilities Act and the Ontario Human Rights Code. Accommodations are available upon request for candidates taking part in the recruitment process. **JOIN A GROWING AND DYNAMIC ORGANIZATION OFFERING REWARDING CAREERS, COMPETITIVE SALARIES, BENEFITS, PENSION AND A GREAT WORK ENVIRONMENT FOR INDIVIDUALS COMMITTED TO MAKING A DIFFERENCE.**

Please submit a job related resume and cover letter along with three work related references by:

**Friday, October 26, 2018 – 4:00pm**

#### **Hiring Committee**

Nogdawindamin Family and Community Services  
210B Gran Street, Batchewana First Nation, ON P6A 0C4  
FAX (705) 946-3717 [hr@nog.ca](mailto:hr@nog.ca)

Preference will be given to applicants of native ancestry.

**Incomplete or late applications will not be accepted**

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

A full job description is located on our website at [www.nog.ca](http://www.nog.ca)

## Job Description

POSITION:	Jordan's Principle Case Manager – Infrastructure Specialist
ACCOUNTABILITY:	Facilities Supervisor
CLASSIFICATION:	Full-time Contract – to March 31, 2020
DATE APPROVED:	

### **JOB PURPOSE**

Reporting to the Facilities Supervisor, the Case Manager has primary responsibility to act as a focal point for the children and families across the seven North Shore First Nation communities in relation to housing and accommodation needs. The Case Manager provides service coordination and planning in cooperation with other Agency personnel and is focused primarily on identifying and addressing housing and accommodation needs related to children in care and families in receipt of agency services.

### **KEY JOB FUNCTIONS**

#### **Program Support**

In collaboration with the Facilities Supervisor, the Case Manager will work with Agency Service leads, community supports, and families supporting Children in Care to support Alternative Care providers in providing safe accommodations for children. The Case Manager will work closely with the Department of Indigenous Services Canada and Jordan's Principle for related funding applications.

- Ensure thorough knowledge and understanding of all Department of Indigenous Services Canada documentation related to the Canadian Human Rights Tribunal and Jordan's Principle
- Ensure thorough knowledge and understanding of Nogdawindamin's service coordination and planning for Jordan's Principle including service work flow processes and provide recommendations to modify processes to the Facilities Supervisor.
- Conduct housing assessments with detailed reporting as to property ownership, deficiencies, repairs, renovations, and estimates required to meet normative standards of accommodation
- Prepare project briefs and project management documentation including permit requirements, building standards, design and engineering requirements, budget estimates, and vendor quotation documents addressing work requirements
- Directly manage contractor activities providing progress report updates through to completion of projects
- Manage service related data collection processes as defined by Manager of Infrastructure and Technology
- Work in collaboration with the finance department to ensure all financial claims related to Department of Indigenous Services Canada and Jordan's Principle are processed and managed according to agency policy and procedures

#### **Facilities and Infrastructure Assessment**

To assess Alternative Care homes and coordinate identified improvements:

- Research, analyze and report on all Alternative Care Homes compliance with applicable Building Codes and Health and Safety Legislation
- Prepare comprehensive reports and recommendations to the Facilities Supervisor for submission
- Prepare budgets and cost analysis to accompany reports and recommendations to the Facilities Supervisor
- Work with vendors and contractors to complete work on approved proposals

#### **Health and Safety Compliance**

To coordinate and implement requirements to meet relevant health and safety legislation:

- Take reasonable steps to ensure health and safety of facilities, Alternative Care homes and capital assets
- Ensure facilities are maintained consistent with best practices for energy conservation, carbon footprint reduction and other relevant environmental standards
- Ensure buildings are in compliance with Health and Safety Legislation and applicable Building Codes

### **Interagency Participation**

To actively participate in internal, external, local, regional or committees/groups in support of coordinating programs and services to the First Nations.

- Participate in internal or external committees as required or requested
- Liaise and work effectively with the communities served, contractors, service providers, collateral agencies, elders and organizations

### **Administration**

To complete administrative functions and adhere to all Agency policies, procedures and relevant practices.

- Formalize monthly status reports in collaboration with the Facilities Supervisor
- Ensure confidentiality and safe keeping of all Agency documents and records
- Develop and maintain work files that are accurate, up-to-date and concise
- Work in compliance with the Occupational Health and Safety Act and any other legislation
- Prepare and submit monthly reports, attendance records and travel expense claims
- Follow the Agency's Human Resource, Finance and other Policies and Procedures in the performance of duties

### **Other Duties**

- Develop and submit proposals as required
- Other duties as required and assigned

## **QUALIFICATIONS**

### **Minimum Education**

- Civil Engineering Technologist Diploma
- Minimum requirement of a college diploma in building related technologies
- Training and/or Certification in Building Maintenance Management would be an asset

### **Minimum Experience**

- Two (2) years' experience coordinating and/or managing contract services
- Experience negotiating and coordinating contracts, RFP's and work orders
- Experience working with aboriginal people, organizations and communities

### **Knowledge Requirements**

- Knowledge of Nogdawindamin programs and services
- Knowledge of First Nation communities and structures – specifically related to housing and building construction
- Knowledge of building systems and technologies
- Working knowledge of Federal and Provincial residential building codes, infrastructure requirements, Health and Safety Legislation and building maintenance practices
- Knowledge of building construction trades and trade practices
- Some knowledge and understanding of the Child and Family Services Act
- Knowledge, understanding, respect and sensitivity of Anishnawbek culture, traditions and the Seven Grandfather Teachings

### **Special Skills**

- Excellent project management skills
- Excellent technical skills
- Excellent interpersonal skills
- Excellent negotiation skills
- Excellent case management and coordination skills
- Excellent mediation, problem solving and conflict resolution skills

- Excellent oral and written communication skills
- Excellent organizational skills
- Excellent time management skills
- Excellent computer skills with MS Office software
- Excellent financial management and budgeting skills
- General building maintenance skills
- Ability to read and understand blue prints and perform technical mathematical calculations
- Ability to manage and coordinate multiple priorities
- Ability to work at heights (ie. Ladders)
- Ability to work independently and within a team environment
- Ability to deal with difficult and conflicting situations
- Ability to use good judgment and consistently display a positive and helpful attitude
- Ability to take initiative and meet deadlines
- Ability to work flexible hours including unplanned overtime
- Ability to adapt to and manage change
- Ability to work in a fast paced environment
- Ability to travel
- Ability to work with confidential and highly sensitive and personal information
- Proven ability to work with First Nation communities and people
- Ability to understand and speak Anishnaabemowin is a definite asset

#### **Other Requirements**

- Must provide a clear Police Records Check with Vulnerable Sector Check
- Must have a Class 'G' Ontario Driver's License, access to a vehicle and be able to travel
- Must have \$1M automobile insurance

#### **WORK SITE LOCATION**

Location to be determined.

#### **PHYSICAL DEMANDS AND WORK ENVIRONMENT**

While performing the duties of this job, the Case Manager will typically be in an office and community setting. The Case Manager is frequently required to observe and evaluate community buildings, interact with community Technical Departments, operate a computer, file and retrieve written documents and work over time when required or during emergency situations. The physical demands include but are not limited to: standing, sitting, walking, lifting, carrying and reaching, handling, kneeling, crouching and bending. The Case Manager will be required to travel to meetings in the province of Ontario.

Positions requiring research and analysis can be mentally challenging. As a result, this position is more mentally challenging than physical. There will be extended periods of sitting for administrative purposes or to attend meetings.

Non-physical demands include a work environment where the noise level is usually quiet to moderate, but may be loud on occasion. The nature of the position may expose the Case Manager to moderate levels of tension when dealing with community infrastructure issues. The level of tension is usually moderate with moderate levels of tension occurring on occasions.

#### **TECHNOLOGY & EQUIPMENT**

Computer, Photocopier, Telephone, Cell Phone, Fax Machine, Tape Measure, Hand and Power Tools, PPE,

**KEY RELATIONSHIPS**

**Internal**

The position requires interaction with the Executive Director, Directors of Services, Director of Finance, Project Manager, Protection Resource Managers, Supervisors, co-workers and other staff.

**External**

The Case Manager will interact with First Nation Communities and their staff, Alternative Care providers, community service providers, contractors, vendors, agents, Architects, Engineers, Landlords, North Shore Tribal Council Technical Department, and other agencies.

**DISCLAIMER**

This document describes the position currently available and is only a summary of the typical functions of the job. It is not an employment contract. The above job description is not an exhaustive list of the duties, responsibilities, working conditions or skills required for this position. Additional duties may be assigned.

**SIGNATURE**

This is to acknowledge that I have received a copy of this job description and understand its contents.

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date