



KUNUWANIMANO CHILD AND FAMILY SERVICES

Kunuwanimano Child and Family Services is a not-for-profit child and family services agency offering services in a holistic manner to strengthen children and families in their own communities in the context of their unique cultural heritage.

COMMUNICATION LIAISON

COMPETITION:	19-01	LOCATION:	Timmins, ON
STATUS:	Full Time (Non Union)	CLOSING DATE:	January 23, 2019
SALARY:	\$ 55,000— \$ 70,928 per annum		

JOB SUMMARY: Under the direction of the Director of Finance and Administration or designate the Communications Liaison is responsible for the organizing and overseeing and manages the social media presence, organize events, researches and develops ways to expand our services throughout communities and serves as a liaison to media outlets.

REQUIRED QUALIFICATIONS:

- Diploma in Human Services or Administration Field with previous experience within First Nations Communities
- Two (2) years of previous supervisory experience within a social service context;
- Experience in Public Relations and Social Media
- Experience in working with culturally appropriate service models for First Nations people
- Ability to work independently and a willingness to work flexible hours and to travel;
- Must possess a valid “G” Ontario driver’s license;

KEY RESPONSIBILITIES:

- Participates in opportunities with other agencies where appropriate, and establishes and maintains effective working relationships;
- Participates on committees, and community working groups as required;
- Establishes a schedule of regular meetings with the First Nations to identify and prioritize their organizational development and policy requirements related to service management, service delivery and service integration and assists in the preparation of First Nation work plans to achieve these requirements;
- Work in collaboration with prevention services to develop and update protocols where applicable.
- Participates in community events and activities, which promote a positive image of the agency.
- Commitment to understanding and supporting Kunuwaniamano’s service delivery model and organizational and services policies;
- Demonstrated ability to research community needs, plan community-based services and prepare written reports on such research and planning;
- Commitment to providing services in ways that respect First Nations customs and practices;
- Commitment to providing services in the First Nation context of extended family and community involvement;
- Ability to organize and plan events that are culturally meaningful to the community it is servicing.
- Ability to speak Ojibwe, Cree or Oji-Cree will be considered a major asset;
- Knowledge of all relevant legislation including the Child and Family Service Act, Day Nurseries Act, the Mental Health Act, Canada Labour Code, Human Rights Code, Occupational Health and Safety Act and other relevant legislation;
- Excellent management and administrative skills;
- Excellent analytical skills in order to evaluate program needs and results;
- Ability to organize and prioritize a variety of competing and urgent demands;
- Strong supervisory and leadership skills in order to effectively lead and motivate teams;
- Excellent verbal and written communication skills in order to effectively liaise with clients and a variety of internal and external professionals, the community and external agencies and organizations.
- Other duties as required and requested

We offer a competitive benefits, pension and compensation package and opportunities for professional development.

Please refer to our website: www.kunuwanimano.com for posting details. A detailed job description is available upon request. Please quote the Competition No. in your cover letter and resume, and submit by email to HR@kunuwanimano.com or by mail to:

Kunuwanimano Child and Family Services, Attn: Human Resources, 38 Pine St N, Unit 120, Timmins, ON P4N 6K6

We welcome and encourage applications from people with disabilities. Accommodation is available on request from candidates taking part in all aspects of the selection process. Please note that preference will be given to qualified First Nations and Aboriginal applicants. Please self-identify.

Thank you for your interest in our Agency. Only those considered for an interview will be contacted.