



## Niijaansinaanik Child and Family Services

*Niijaansinaanik Child and Family Services is currently in the designation process to become a fully mandated Child Well-Being Agency to provide Prevention and Protection Services. We serve the communities of Wahnapiatae, Dokis, Henvey, Magnetawan, Shawanaga, and Wausauksing First Nations.*

### **VOLUNTEER SERVICES COORDINATOR PERMANENT FULL-TIME**

Reporting to the Support Services Supervisor, the Volunteer Services Coordinator is responsible for developing, managing and maintaining an effective Volunteer Services Program on behalf of Niijaansinaanik. The Volunteer Services Coordinator will provide supervision, coordination, and advisory support to the area of Volunteer Services. The Volunteer Services Coordinator will develop policies and procedures to support the Agency's day to day volunteer service delivery by efficiently managing day-to-day operations of the Agency's Volunteer Drivers, One to One Supports for Access, Cultural Mentors, or Big Sister/Brothers for children in care, their natural families and Alternative Care Providers.

#### **Design, develop, implement and supervise the Agency's Volunteer Services Program by:**

- Write Policy and Procedures that enhance the vision of collaboration for the Program
- Design and develop an effective record keeping system including intake forms and reimbursement
- Utilize a computer program and software to coordinate and enhance the volunteer program, scheduling and administration

#### **Relationships and Team Building**

Works collaboratively and cooperatively at all levels in order to support the use of a family-centered, strengths based, child focused practices while assisting families to build their capacity in providing safe and nurturing environments for children:

- Demonstrates behaviors, actions and attitudes that are consistent with Niijaansinaanik's vision, mission and values
- Provides opportunities for the enhancement and development of a positive cultural identity of the children, families and communities served
- Ensures appropriate communication and consultation with the Manager of Resources at appropriate times

#### **Qualifications**

##### **Minimum Education & Experience**

- Post-Secondary diploma/certificate in Human Services field
- 3 years of direct experience in a Social Services/First Nation
- Equivalent combination of education and experience may be considered

##### **Knowledge Requirements**

- Knowledge of Niijaansinaanik Child and Family Services programs and services
- Respect for, sensitivity towards as well as knowledge and understanding of Anishnawbek culture, traditions and the Seven Grandfather Teachings
- Basic knowledge of the Child, Youth and Family Services Act
- Knowledge of First Nation service delivery, customs and traditions in responding to child welfare
- Knowledge of traditional practices, ceremonies and teachings

##### **Other Requirements**

- Must provide a clear Police Records Check – Vulnerable Sector
- Must provide a Class 'G' Ontario Driver's Licence
- Must have \$1M auto insurance liability coverage
- Must provide an acceptable three-year uncertified Driver's Abstract

##### **Work Site Location:**

- Parry Sound

Niijaansinaanik is 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. Please submit your resume and cover letter along with three work related references to:

Bonnie Reid, Director of Human Resources  
Niijaansinaanik Child and Family Services  
940A Main Street, Dokis First Nation, ON P0M 2N1  
Email to: [careers@nijcfs.com](mailto:careers@nijcfs.com) or fax to (705) 223-7439

**Application deadline is: This position will remain posted until filled**

Preference will be given to applicants of Native ancestry, please self-identify.

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

For a more detailed job description, please contact  
Human Resources at [careers@nijcfs.com](mailto:careers@nijcfs.com)  
or call (705)923-8400.