



# PAYUKOTAYNO

James and Hudson Bay Family Services

HEAD OFFICE:  
FINANCE  
48 Jaban Street, P.O Box 209  
MOOSE FACTORY, Ontario P0L 1W0  
1(705)658-4471 Fax # 1(705)658-4491

ADMINISTRATION:  
50 Bay Road, P.O Box 189  
MOOSONEE, Ontario P0L 1Y0  
1(705)336-2229 Fax # 1(705)336-2492  
1-866-615-1681

## \*\*EMPLOYMENT OPPORTUNITY\*\*

**POSITION:** Special Projects Coordinator

**CLASSIFICATION/LOCATION:** Full-time

**LOCATION:** Moose Factory, ON

### POSITION RESPONSIBILITIES:

Under the direction of the Executive Director and a member of the Senior Management Committee, the Special Projects Coordinator is responsible for the leadership and management of the following services & programs: Canadian Human Rights Tribunal (CHRT); Resources support for community submissions; development of the Service Delivery Model and Community Education and Consultation.

By providing leadership for the service, human resource, financial and information components of the organization, the Special Projects Coordinator must ensure his/her services and programs

- Comply with the guidelines of Indigenous Services Canada (ISC) as per Section 4 of the Retroactive Recipient Guide issued on May 17, 2018
- Comply with the laws, regulations and standards in effect with the Province of Ontario
- Carry out the policies and directives of the Board of Directors, and
- Are responsive to the needs of leadership and clients within the communities we service.

### QUALIFICATIONS:

- Bachelor of Social Work Degree or its equivalent from a recognized university
- A minimum of three years' management experience
- The ability to manage the finances and the operation of the Child Welfare/non-Child Welfare Programs through a team of supervisors
- Demonstrated experience in and a thorough knowledge of the practice and theory of social work and the management of human resources.
- Hands-on experience in the delivery of services by and for First Nation communities
- Effective oral and written communication skills
- A thorough knowledge of the Child and Family Services Act, its regulations and standards and other related legislation
- Ability to speak Cree an asset
- Valid driver's license is mandatory

**SALARY:** As per Managements Salary Grid

**CLOSING DATE:** Wednesday, September 29, 2021 at 4:30 p.m.

**SUBMIT COVER LETTER, RESUME AND THREE (3) WORK REFERENCES (WITH E-MAIL ADDRESSES)  
QUOTING COMPETITION #119-21, TO:**

Director of Human Resources  
Payukotayno: James & Hudson Bay Family Services  
P.O. Box 189 Moosonee, ON P0L 1Y0  
Fax: (844)444-0627 Email: [hr@payukotayno.ca](mailto:hr@payukotayno.ca)

**ONLY CANDIDATES SELECTED FOR AN INTERVIEW WILL BE CONTACTED.**

**We are an equal opportunity Employer. If you require a disability related accommodation in order to participate in the recruitment process, please contact the Human Resources Department. Please note that preference may be given to qualified Cree speaking applicants in our hiring process.**

Clinical Unit  
P.O Box 189  
Moosonee, ON.

Niska Way Office  
P.O Box 209  
Moose Factory,  
ON.

Fort Albany Office  
P.O Box 123  
Fort Albany, ON.

Kashechewan Office  
P.O Box 241  
Kashechewan, ON.

Attawapiskat Office  
Gen. Del.  
Attawapiskat, ON.

Peawanuck Office  
P.O Box 64  
Peawanuck, ON.

P0L 1Y0  
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Fx: #705-336-0062

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Ph: #705-658-2701  
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P0L 1H0  
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P0L 1S0  
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Fx: #705-275-1155

P0L 1A0  
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