



Employment Opportunity

Location: Manitoulin Island

Kina Gbezhgomi Child and Family Services (KGCFS) is a designated Child Welfare Service delivering Child Protection Services within seven member First Nations in the Districts of Sudbury and Manitoulin. KGCFS honours and supports our families' and community's inherent authority to care for their children based on unity, traditions, values, beliefs, and customs.

SPECIALIZED SERVICES COORDINATOR

(1) FULL TIME- PERMANENT POSITION

SALARY: \$42,620 - \$58,810 ANNUALLY

JOB FUNCTION

The Agency recognizes the significant contribution that Volunteer Services makes to our organization. The Volunteer Services Program's purpose is to enhance, strengthen and augment the agency's services to families and children as per our Mission Statement. Given that the skills volunteers provide are a proven asset to the agency, providing a vital link in the delivery of services, it is recognized that volunteers require consistent support, training, and supervision.

OVERVIEW

Under the direction of the Service Supervisor, the Specialized Services Coordinator will administer and coordinate the volunteer and parent support programs. The position works in compliance with KGCFS the Volunteer Services Manual, Finance and Travel policies.

EDUCATION

- A University degree in the human services field.
- Three (3) to five (5) years of experience working within a child welfare agency coupled with three (3) years of experience supervising staff.

SKILLS & ABILITIES

- Knowledge of Child and Family Services Act, regulations, standards, policy directives and agency policies, procedures, and protocols.
- Must be proficient in Anishinaabemowin and be willing to continue to learn the Anishinaabemowin language.
- Active participation in the Anishinaabe community especially with building knowledge of the teachings from the medicine wheel will be of significant consideration.
- Prior work experience for placing of Indigenous practices, approaches, and methods integral to the design of Social Work practices and principles and Anishinaabe based methods that will help families achieve a healthier lifestyle and safe well-being.
- An individual of Anishinaabe ancestry with understanding, practice and sharing of Anishinaabe history, clan system, protocols, etiquette, culture, traditions, ceremonies, principles, and values is preferred, these qualities having resulted in maturity and good judgement.
- Excellent communication skills, written skills for completion of documents and reports, oral, facilitator and presentation.
- Working knowledge of computer equipment and programs, e.g. – Microsoft Office: Word, Outlook, Excel, Power Point and Frontline System / Penlieu.
- Must possess strong organization, evaluation, and problem-solving skills.

WORK ENVIRONMENT

- The traditional practices of the Anishinabek, from time to time there can be exposure to wood smoke and the burning of sacred medicines, including tobacco, sweetgrass, sage, or cedar, may occur within the work setting.
- All new employees are required to provide proof of vaccination, or, request an exemption as provided for in the KGCFS Policy and provide proof of negative Covid test obtained within one (1) week of their start date. All new employees will also be required to complete and adhere to the KGCFS Declaration of COVID-19 Screening & Awareness.

DEADLINE: DECEMBER 17, 2021 AT 4:00PM

Applicants are encouraged to visit our website at www.kgcfs.org/employment to review the job description.

KGCFS offers competitive wages, a generous benefit package and OMERS pension plan.

Please submit your application marked "Confidential – Specialized Services Coordinator". Include in your application a cover letter, resume, and (3) three reference letters - two (2) employment related from recent employers.

Please also detail in your application: education, employment experience, and cultural participation.

Applications are accepted and in the following order of preference: by email, fax or in person, at

Human Resources – Confidential
SPECIALIZED SERVICES COORDINATOR
Kina Gbezhgomi Child and Family Services
Main Office - 98 Pottawatomi Avenue,
Wikwemikong, Ontario P0P 2J0
Fax: (705) 859-2195
Email: hr@kgcfs.org

At KGCFS 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. KGCFS services is based on a highly specialized approach to the delivery of child welfare in our area. Preference will be given to Anishinaabe Candidates (please self-identify). Miigwetch for your application, however, only those candidates selected for an interview will be contacted. As a condition of employment, the successful candidate will be required to submit the following: satisfactory Criminal Reference Check (within 3 months of application date), Vulnerable Sector Check and Driver's Abstract.