

# KIIKENOMAGA KIKENJIGEWEN EMPLOYMENT & TRAINING SERVICES



## JOB DESCRIPTION

### **ALLESP Community Coordinator**

### Purpose

The ALLESP Community Coordinator (“Community Coordinator”) monitors the development and implementation of the literacy and essential skills development initiatives by accessing program funding to enhance the ALLESP readiness situation of the community and its members.

### Scope

The Community Coordinator will ensure that all operations are conducted in a respectful and responsible way, ensuring that all decisions and actions meet the relevant legislation, policies, and procedures. The Community Coordinator will provide academic and administrative support services and maintain program and participant information and files.

The Community Coordinator shall assist their community membership with the literacy and essential skills development initiatives as set out by the KKETS Program. The Community Coordinator will implement programming that enhances the community situation pertaining to literacy and essential skills to their clients as well as the status of clients served. The Community Coordinator will also establish and maintain such partnerships with the community, Aboriginal organizations, all levels of government (federal, provincial and municipal), and private sectors as necessary for the effective performance of his or her function. The Community Coordinator shall work closely with the Learning Facilitator with the learners, Elders, and external and internal organizations.

The Community Coordinator will ensure that the program objectives are met. The Community Coordinator will assist the Learning Facilitator with participants, including planning, academic counselling, career development, support to learners, and promoting literacy and essential skills in order to secure opportunities for First Nation members.

### Reporting to

ALLESP Project Coordinator

### Education

Minimum high school and/or post-secondary

### Professional Designation

None required

### Previous Experience

- 1-3 years working in a learning environment working with learners in a First Nation community.
- Delivering workshops and assisting in small group learning.
- Familiar with distance learning technology
- Or combination of education and experience.

### Knowledge, Skills, and Abilities

- Knowledge of relevant legislation and programming
- Understanding of Matawa First Nations Management and Kiikenomaga Kikenjigewen Employment & Training Services
- Understanding of the Matawa region and the member First Nation communities
- Understanding needs and challenges of adult learners
- Working knowledge of Augmented Reality and Virtual Reality concepts and solutions

- Computer literate
- Able to work independently and multi-task
- Mathematical and problem solving reasoning
- Excellent and persuasive communication skills
- Strong interview and assessment skills
- Ability to speak and understand Ojibway, Cree and/or Oji-Cree would be an asset
- File and records Management

#### Proficiency in Computer and Office Equipment Use

- Word processing
- Spreadsheets
- Databases
- Email
- Internet
- Fax
- Photocopier
- Voice messaging system

#### Personal Characteristics

- **Ethics:** Understand ethical behaviour and business practices and ensure own behaviour and the behaviour of others is consistent with these standards and aligns with the values of the organization
- **Confidentiality:** Maintain strict confidentiality both inside and outside of the workplace
- **Relationships:** Establish and maintain positive working relationships with others both internally and externally to achieve the goals of the organization
- **Communication:** Speak, listen and write in a clear, thorough and timely manner using appropriate and effective communication tools and techniques
- **Client focus:** Anticipate, understand, and respond to the needs of internal and external clients to meet or exceed their expectations within the organizational parameters
- **Teamwork:** Work cooperatively and effectively with others to set goals, resolve problems, and make decisions that enhance organizational effectiveness
- **Decision making:** Assess situations to determine the importance, urgency and risks, and make clear decisions which are timely and in the best interests of the organization
- **Leading:** Positively influence others to achieve results that are in the best interests of the organization
- **Organization:** Set priorities, develop a work schedule, monitor progress towards goals, and track details, data, information and activities
- **Planning:** Determine strategies to move the organization forward, set goals, create and implement action plans, and evaluate the process and results
- **Problem solving:** Assess problem situations to identify causes, gather and process relevant information, generate possible solutions, and make recommendations and/or resolve the problem, often using creativity and innovative thinking
- **Energy:** Bring energy and enthusiasm to the workplace
- **Flexibility:** Adapt to changing scenarios and stimuli
- **Quality:** Focus on details and ensure all work is of a high standard of quality
- **Results:** Focus on achieving desired outcomes of all tasks undertaken

- **Accountability:** Be reliable, dependable, and accountable for personal actions
- **Coaching:** Coach and mentor others to help them develop both professionally and personally
- **Professional development:** Be driven to continuously improve professional knowledge and skills

#### Working Conditions

- Travel may be required during various weather conditions
- May have to lift, carry, and manage various equipment and supplies
- May have to spend long hours sitting to use computer or office equipment, or to attend meetings
- May be required to work in an environment that is busy and noisy, with frequent interruptions and distractions
- May be required to manage multiple tasks and projects at one time
- Other duties as required

#### Primary Duties and Responsibilities

##### **ADMINISTRATIVE:**

- Answer telephones and respond to inquiries from clients and participants
- Liaise with ALLESP Project Coordinator for updating individual action plans and supports;
- Maintain case management notes and conduct program intake applications/assessments;
- Implementing and complying with Ministry guidelines;
- Providing a learning environment that makes effective use of learning resources and ensuring that all learning materials are available;
- Participating as a team member with functions and activities relating to academic upgrading programs;
- Provide reports, records and documents to the ALLESP Project Coordinator;
- Monitor the program activities on a regular basis;
- Report evaluation findings to KKETS and recommend changes to enhance the program, as appropriate;
- Ensuring that participants conduct themselves in a manner appropriate to an educational setting;
- Maintaining knowledge of local community agencies and resources and making referrals to supervisor as necessary; and

##### **PARTICIPANT SERVICES:**

- Meet with individual participant to complete intake and registration forms;
- Meeting bi-weekly with students to review individual goals and progress;
- Maintain participant financial information;
- Maintaining student records, and completing all documents for reporting system;
- Interview participants to obtain employment history, education and career goals; Identifying barriers to employment and assist participants with such matters;
- Deal effectively with participant attendance challenges;
- Maintain ongoing communication with participants;

- Providing assistance and support for learners on self-directed learning materials in the academic upgrading program;

#### **PLAN THE PROGRAM**

- Ensure the delivery of the program and activities in accordance with the mission and the goals of the organization;
- Develop and implement goals, objectives and activities to achieve the successful outcome of the program;
- Develop a program evaluation framework to assess the strengths of the program and to identify areas for improvement;
- Communicating regularly with ALLESP Project Coordinator to ensure consistency of program expectations is met;

#### **ORGANIZE THE PROGRAM**

- Ensure that program activities operate within the policies and procedures of the organization;
- Ensure that program activities comply with all relevant legislation and professional standards;

#### **OTHER:**

- Providing a learning environment that makes effective use of learning resources and ensuring that all learning materials are available;
- Providing assistance to the ALLESP Learning Facilitator when necessary;
- Providing community presentations when requested;
- Perform other duties as required
- Travel may be required

**Certification**

The above statements are intended to describe the general nature and level of work being performed by the incumbent for this position. They are not intended to be an exhaustive list of all responsibilities and activities required of the position.

**EMPLOYEE**

I certify that I have read and understand the responsibilities assigned to this position.

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**KKETS MANAGEMENT**

I certify that this written job description accurately describes the responsibilities assigned to this position.

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_