

KIIKENOMAGA KIKENJIGEWEN EMPLOYMENT & TRAINING SERVICES



JOB DESCRIPTION

CILR Community Coordinator

Purpose

The CILR Community Coordinator will facilitate the CILR program delivery and interact with the Certificate in Indigenous Language Revitalization (CILR) staff throughout the duration of the program and courses. This role is key to the success of the program. The CILR Community Coordinator serves as a liaison between the CILR program staff and instructors, the community partner and the students to arrange the local delivery of the courses.

Scope

The Certificate in Indigenous Language Revitalization (CILR) provides participants with knowledge and skills needed to work in or with Indigenous communities, to analyze the factors that lead to language loss, and to develop practical strategies for language revitalization that are culturally appropriate and responsive to the unique needs of the community.

In partnership with the University of Victoria the Certificate in Indigenous Language Revitalization (CILR) project was undertaken by KKETS to support the Matawa communities to revitalization of the Ojibway, Oji-cree and Cree languages in their respective communities. The program will provide formal accreditation for community-based language teachers, trainer and cultural workers in pursuing a formal certificate of Indigenous Language Revitalization. The objective is to protect, promote and preserve the use of the First Nations traditional language, history and cultural practices through generations

Reporting to

KKETS Special Projects Manager and ultimately the Executive Director

Education

University Degree or a minimum College diploma in a related field or relevant work experience in First Nation communities and with First Nations people.

Professional Designation

None required

Responsibilities

Responsibilities include securing classroom locations and any technology requirements, identifying potential Elders and resource people to support the course(s), helping with recruitment and supporting students locally as they complete their application and registration paperwork. The CILR Community Coordinator and the CILR Program staff work together to ensure the program runs smoothly.

Knowledge, Skills, and Abilities

- 3+ years education related work experience and/or curricula or training development;
- Experience working with adult education, employment and training sectors or combination of education and experience.
- Experience in engaging and/or facilitating small to large groups.
- Must have strong written, presentation and interpersonal communication skills
- Fluency in Ojibway or Oji-Cree is considered an asset;
- Organizational, problem solving and communication skills
- Ability to take initiative and work independently
- Knowledge of relevant legislation and programming
- Understanding of KKETS mission and mandate

- Understanding of the Matawa region and the member First Nation communities
- Ability to coach, empower and mentor others in order to maintain education and/or select a chosen career path
- Ability to take initiative and work independently
- Knowledge of training programs, career and education planning and development
- Knowledge of potential employment trends / developments / benefits from the energy and infrastructure developments
- Knowledge of training programs, career and education planning and development

Proficiency in Computer Use

- Word processing
- Spreadsheets
- Databases
- Email
- Internet

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

- The employee may have to lift, carry, and manage various equipment and supplies
- The employee may have to spend long hours sitting to use computer or office equipment, or to attend meetings
- The employee may be required to work in an environment that is busy and noisy, with frequent interruptions and distractions
- The employee may be required to manage multiple tasks and projects at one time
- The employee may be required to work odd or long hours under stressful conditions at certain times to complete special requests or projects

Client Care

- Ensure that contact and communication is maintained with clients and various stake holders
- Ensure that clients who require further training are assisted
- Advocate to ensure client needs are met in training and employment
- Employment and training counselling to clients
- Coordinator serves as a liaison between the CILR program staff and instructors, the community partner and the students to arrange the local delivery of the courses.
- Responsibilities include securing classroom locations and any technology requirements, identifying potential Elders and resource people to support the course(s), helping with recruitment
- Supporting students locally as they complete their application and registration paperwork.
- The CILR Community Coordinator and the CILR Program staff work together to ensure the program runs smoothly

Administration

- Ensure that program activities comply with all relevant legislation and professional standards
- Print out client's letters and prepare for mailing out
- Assist clients with administrative processes such as employment hiring requirements, navigating the apprenticeship system, and providing information on employment/training/apprenticeship opportunities.
- Working closely with other KKETS staff teams

File and Data Management

- Collect, obtain and compile client data outcomes to track long-term success for program effectiveness and outcome measurements
- Assist in collection and maintenance of records on the clients of the program for statistical purposes according to the confidentiality/privacy policy of the organization
- Communicate to appropriate staff about client files and update staff on client progress
- Monitor the impact of services and for tracking clients' progress toward desired program goals
- Assist in the report evaluation findings to KKETS Special Projects Manager and recommend changes to enhance the program, as appropriate
- Ensure client database is kept up to date
- Prepare and provide analysis of outcome data collected

Other

Perform other duties as 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: _____

September 17, 2021