

KIIKENOMAGA KIKENJIGEWEN EMPLOYMENT & TRAINING SERVICES



JOB DESCRIPTION

Harvesters Support Intern

QMS#:
Issue Date: Sept 2020

DEPT:
Revision #1 : Date __09__/_20__

Approved by: Executive Director

Purpose

The purpose of the Harvesters Support Intern position is to assist with the Harvesters Assistance Program for the 5 remote Matawa communities. The Harvesters Assistance Program will; improve access to country and traditional foods by increasing food sharing, increase the number of harvesters in the community and improve knowledge sharing between existing and new harvesters, as well as to improve learning and knowledge sharing within the community.

Scope

The Harvesters Support Intern will engage in skills and knowledge in culinary, and kitchen management as well as community engagement, value-added processing, food skills, etc. The intern will gain skills and knowledge required for garden centre management; including greenhouse management, crop planning, seed collection, maintaining plants, and harvesting. Other areas the intern will gain knowledge of is herbal medicine, food security, restoration of harvesting traditions, revitalization of culture and bringing back the traditions and skills as it relates to harvesting of traditional foods.

Reporting to

Special Projects Manager

Education

Minimum College diploma or a Post-secondary graduate or a related discipline, relevant work experience in First Nation communities and with First Nations people.

Professional Designation

Preferred but not required

Previous Experience

- Candidate for this position must identify as an indigenous person, including First Nation, Metis or Inuit.
- Candidate must be a new entrant into the workforce, are transitioning to a new career, or the unemployed or underemployed who are entering a new field.
- Candidate must have not previously participated in an NOHFC funded internship in the 2020 Mandate.
- Candidate must be 18 years of age or older.
- Candidate must be legally eligible to work in Canada.
- Once hired, the candidate must reside in the Northern Ontario community in which they are employed;

Knowledge, Skills, and Abilities

- knowledge in culinary, and kitchen management as well as community engagement, value-added processing, food skills, etc.
- Skills and knowledge required for garden centre management; including greenhouse management, crop planning, seed collection, maintaining plants, and harvesting.
- Experience with gardening tools, including BCS use, as well as other farm tools.
- Knowledge of herbal medicine is an asset.
- Strong marketing and small business skills and experience.

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 meeting, to sit at a desk, conference table or in meetings of various configurations for extended periods of time
- The employee may be required to work in an environment that is busy and noisy, with frequent interruptions and distractions

- Facility to hear and understand speech at normal room levels and to hear and understand speech on the telephone with or without reasonable accommodation.
- 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
- Manual dexterity to operate a telephone and enter data into a computer.

CLIENT CARE

- Ensure that contact and communication is maintained with participants
- Advocate to ensure participants needs are met in providing program support

ADMINISTRATION

- Ensure that program activities comply with all relevant legislation and professional standards
- Working closely with other KKETS staff teams

FILE AND DATA MANAGEMENT

- 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
- Assist in the report evaluation findings to KKETS Special Projects Manager and recommend changes to enhance the program, as appropriate
- Ensure project 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: _____