



Ginoogaming First Nation Job Description

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Position Title:

Prevention Programs Coordinator

Department:

Band Representative Services

Supervisor:

Band Rep Manager

Position Overview:

Reporting to the Band Representative Services Manager, this position is responsible for the development and supports implementation of new and existing prevention programs for Ginoogaming First Nation including coordination and management of activities to advance the Child and Family Services (CFS) Law and Program Delivery Project for the Nation.

General duties include:

Program and Service Delivery Management

- ***Prevention Programming***
- In collaboration with the supervisor, develop an annual plan of prevention programs and services to promote and support healthy communities and living through positive interactions, recreation, self-esteem and skill building
- Engage the community, health team, social services and income assistance as well as other potential service providers and leadership to provide input into the annual plan
- Develop a joint plan of prevention programming with health, social services and income assistance representatives to leverage resources and service delivery
- Facilitate joint case management between band rep, health, social services and income assistance to coordinate services and work towards common goals for the client, including coordination of regular client case meetings
- Coordinate implementation of prevention programs by working with management and staff to design program schedules, identify resourcing needs and set program assignments.
- Actively support program delivery by helping prepare for and potentially co-facilitate programs to ensure sufficient resources as well as ensure coverage during absences of other team members
- Develop and implement the collection of key performance indicators / metrics to monitor effectiveness of programs and services, including set up of data collection method
- Collect program metrics / statistics and produce regular reports per the established schedule for review with team members, funders, and Council
- In collaboration with management and staff, identify clients' needs and potential program or service gaps and provide recommendations on how to address these gaps



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- Publish and promote the programs and services through a comprehensive and well published calendar of events which is regularly refreshed
- Provide overall support to the Band Rep team on prevention and administrative responsibilities
- Promote and provide for a positive working environment aligned with the culture and values of the First Nation
- Maintain awareness of and ensure compliance with all related Band and human resource legislation, regulations and policies
- Perform other duties as assigned by the Band Representative Services Manager
- ***Create and help manage a project plan and budget for the CFS Law and Program Delivery Project***
- Act as a liaison and coordinator for consultants and internal resources working with GFN on the CFS Law and Program Delivery Project
- Coordinate and perform project activities including but not limited to:
 - Support community engagement activities on a vision for jurisdiction over CFS
 - Research into other Indigenous CFS Laws
 - Support strategic planning
 - Support development of GFN CFS Law
 - Assist to develop the business plan that will include bylaws to establish mandate, authority, nomination process and governance policies, board structure, roles and responsibilities of board, service delivery model and staffing
- Support preparation of communication materials and work to ensure the information is easy to understand and accessible
- Coordinate review and approval of deliverables within the project including review by the Band Manager and approvals as required by Chief and Council
- Monitor progress on all activities per the plan
- Work with project resources to resolve issues as they arise and help keep project activities on track
- Perform other duties as assigned by the Band Representative Services Manager

Financial Management

- Provide input into the annual budget for the department and the project
- Participate in and implement the program budgets and budget controls to ensure financial accountability of services.
- Follow established purchasing policies and procedures.

Working Relationships

- Band Manager
- Band Representative Services Manager
- GFN Social Departments



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Performs other duties and responsibilities as necessary in the performance of the position and as assigned by Chief and Council.

Knowledge, Skills and Abilities:

- Experience with planning preferably in a social services environment
- Experience with case management is preferred
- Experience with community engagement and communications would be an asset
- Computer skills with Microsoft Word, Excel, Outlook, PowerPoint and other related software programs
- Available to travel and work flexible hours to achieve the objectives of the program
- Strong verbal, presentation and listening communication skills
- Strong people skills including ability to facilitate meetings and reach consensus
- Exceptional organizational, documentation and time management skills with strong attention to detail

Experience and Education Requirements:

- Relevant post-secondary education or training which may include business, social services, recreation planning and management, project management, communications or administration
- A minimum of 1-2 years of demonstrated planning experience
- Successful completion of a project management course would be considered an asset

Environmental Conditions (optional):

- Physical Effort: Office environment
- Physical Environment: Little to none
- Sensory and Mental Attention: Computer use, responding to many requests at one time, participating in meetings and various information sessions.

Other Requirements:

- Professional appearance.
- Follow all GFN Policies and Procedures and display a commitment to the values and culture of the GFN.
- Ability to successfully and periodically undergo an appropriate criminal records review and police record check as required.
- Performs other duties and responsibilities as necessary in the performance of the position and as assigned by the department manager, Band Manager of Chief and Council.



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Employee's Statement

I have been given the opportunity to read and comment on the content of this work description.

Name of Employee

Signature

Date

Supervisor's Statement

This job description accurately describes the responsibilities assigned to this position.

Name of Supervisor

Signature

Date