



**AROLAND FIRST NATION  
EDUCATION AUTHORITY**  
P.O. Box 16, Aroland, ON P0T1B0  
Tel (807) 329-1188

## **EMPLOYMENT OPPORTUNITY**

Aroland First Nation Education Authority and Aroland Health Centre is inviting applications for the following position:

### **CHOOSE LIFE COORDINATOR**

#### **Position Summary:**

Aroland First Nation is seeking an individual who is a self-starter, energetic and dedicated to the job. The successful candidate will oversee the administration of the program, managing inventory, record-keeping and working on monthly schedules of activities. The Coordinator will communicate with the Education/Health Director and the Chief and Council through memos, monthly reports, and in-person meetings. They will provide liaison, information sharing and service coordination. Additional duties include undertaking data collection of Choose Life (CL) cases and unmet service gaps and developing options for discussion of community service coordination delivery on approved Choose Life application. A full job description is available upon request.

#### **Supervision & Support:**

- Acts as a role model; provides strong leadership and guidance to the Land-Based Workers and program staff.
- Demonstrates ability to build positive rapport and healthy working relationships with superiors, colleagues, and staff while also demonstrating the ability to respectfully give constructive criticism in a way that encourages and promotes growth and skill development amongst staff.
- Supervises and directs the activities. Works with staff to ensure they are being given adequate support, supervision, and direction while also ensuring that all necessary performance evaluations are being completed in a timely fashion.
- Assists with coordination, planning, and scheduling of travel and travel itineraries.

#### **Program Management & Development:**

- Participates in the development policies and procedures and work instructions for program delivery.
- Planning and coordination of a program and its activities both in community and on the land.
- Coordinate and communicate with team members, partners, and stakeholders.
- Develop program objectives and goals.
- Developing and maintaining program documentation and records.
- Maintaining budget and tracking expenditures/ transactions of the program.
- Works collaboratively with the Education/Health Director to ensure ongoing program evaluation of services is taking place.
- Ensures service delivery is compliant with regulations, policies, and procedures.
- Schedules, coordinates, and chairs team meetings and supervision as required.

- Ensures that the Education/Health Director remains informed of all critical incidences and updates that relate to staffing issues, day to day operations, client/service delivery, travel, etc.
- Manage communications through media relations, social media etc.
- May require travel to Conferences and Workshops.

**Skills:**

The incumbent must have proficient skills and knowledge in the following areas:

- Broad knowledge in the areas of First Nation community structure and program delivery in First Nation Communities.
- Excellent organizational and planning skills. Able to easily problem solve and quickly re-route planning and establish alternate solutions as needed.
- Self-starter who can manage their time effectively while tending to multiple projects/tasks at a time.
- Broad knowledge in mental health promotion and land-based learning.
- Knowledge and understanding of Indigenous traditions and culture.
- Ability to work as part of a team.

**Qualifications & Requirements**

- OSSD and/or post-secondary education or working towards
- Valid G Class Driver's License (an asset)
- a police criminal background check (vulnerable person)
- Previous experience working with First Nations communities is an asset.
- Fluency in Cree, Oji-Cree, or Ojibway is an asset.
- Support system and self-care strategies in place to maintain own well-being.
- Must be able and willing to travel when required.

**Work Location:** Choose Life Office, 118 Rolland's Road

**Salary:** Varies with Education & Experience

**Closing Date:** Open Until Filled

**Please submit a cover letter and resume to:**

Angela Towedo, Education Director

Aroland First Nation, P.O. Box 16

Aroland, Ontario

P0T-1B0

807-329-5970

By Email: [angela.towedo@aroland.fngov.ca](mailto:angela.towedo@aroland.fngov.ca)

*All applicants are thanked in advance for their interest in this position. However, only those selected for an interview will be contacted.*