



### **INTERNAL EMPLOYMENT OPPORTUNITY**

## **Education and Training Coordinator**

The Southern First Nations Network of Care is searching for an Education & Training Coordinator to participate as the Southern Network representative at the Joint Training Team (JTT) that is to manage the special training initiative as outlined in the AJI-CWI Detailed Implementation Plan (DIP).

#### **Qualifications:**

- Demonstrated thorough knowledge of the Child and Family Services system.
- Demonstrated thorough knowledge of the Child and Family Services Application (CFSA).
- Education and/or experience equivalent to a college degree, with emphasis in adult learning, education or behavioral.
- Demonstrated thorough knowledge of the post-secondary educational system in Manitoba.
- Demonstrated understanding of the educational needs of the Indigenous workforce in First Nation CFS agencies.
- Minimum of three years of professional experience in administration of post-secondary education
- Demonstrated excellent written/verbal communication skills; independent judgment and computer skills.
- Demonstrated competency in curriculum / instructional design needs, assessment, performance measurement/evaluation, process improvement, team and consulting skills.
- Ability to work in a collaborative and cooperative manner, often with diverse work groups with competing interests.
- The ability to speak Ojibway, Dakota, or Cree is a definite asset.

#### **Duties:**

- Coordinates, implements and evaluates education and training activities identified by JTT.
- Liaises with other agencies, organizations and groups.
- Compiles and maintains inventory of training programs and costs related to each training.
- Will be responsible for communicating/implementing Education and Training related recommendations.
- Leads the agency Education and Training working group.
- Develops and distributes Education and Training correspondence such as: training opportunities, share resources, etc.
- Provides Quality Assurance and other entities with Agency specific training stats.
- Maintains financial records and costs per training per agency.
- Maintains training stats for each agency and completes an annual report.

***Ékosi, Miigwetch, thank you to all who apply, however, only those selected for an interview will be contacted. Preference will be given to Indigenous people from our Southern First Nations and applicants are asked to self-declare in their resume or cover letter.***



### **Skill and Competency Requirements**

- To perform this job successfully, the individual should demonstrate an ability to apply an Indigenous perspective to the work.
- Excellent communication and problem solving skills, commitment, client service, initiative, teamwork, integrity, responsibility, and flexibility.
- Knowledge and understanding of child welfare practices and how that relates to Indigenous populations; including awareness of the evolution of the structure of child and family services in Manitoba (AJI-CWI, Bill C-92).

The SFNNC is an exciting, supportive, and family-friendly work environment.

All remuneration is commensurate with the provincial pay scales.

### **Applications deadline is March 17, 2021**

Your cover letter and resume must clearly indicate how you meet the qualifications.

***A clear criminal record check, child abuse registry check, and a prior contact check are mandatory. Must have a valid driver's license and access to a vehicle as travel is required for this position.***

Please submit your resume with cover letter to:

**Kent Brown,**

Director of Human Resources

Southern First Nations Network of Care

200-200 Alpine Way, Headingley, Manitoba, R4H 0B7,

FAX: 783-7996 or email: [kent.brown@southernnetwork.org](mailto:kent.brown@southernnetwork.org)

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