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## Data Systems Trainer

### GENERAL DESCRIPTION

Under the supervision of the Naaniigaan Abinoojii Manager, the Data Systems Trainer will be training Weechi-it-te-win Family Services staff, and our First Nation based Community Care Teams of the Frontline/ Penlieu data system currently used by agency and the First Nation Community Care Teams

All training will be facilitated in a manner that reflects the values, principals, and ideologies of Weechi-it-te-win Family Services, the communities and community members it serves.

The Data Systems Trainer will work towards advancing the First Nation teams' knowledge and use of Frontline/ Penlieu for all protection files currently used by WFS and The First Nations. The Data Systems Trainer will ensure that the training environment reflects the relational perspective and experiential learning needs of training participants.

Trainer will respect the overall support needed to hold confidential First Nation client information and respect to the members we serve by supporting their resource support workers in strengthening their knowledge in data systems that holds their confidential client information.

### RESPONSIBILITIES

The Data Systems Trainer reports to the Naaniigaan Manager;

### QUALIFICATIONS

1. Graduate degree of equivalent education in computer programs or a strong understanding in various Computer data software programs (excel, Microsoft suite etc.) and ability to retain new training in Frontline/ Penlieu systems and updates as needed.
2. Computer efficiency and ability to independently motivated to learn new systems and build on professional skills that promote best outcomes for WFS and our First Nation teams.
3. An understanding and respect of Anishinaabe cultural beliefs, values, norms, ceremony, teachings, and a commitment to continue learning, participating, and advocating during any opportunity provided by the Agency or Communities.
4. Possess a strong base of various data systems, Data quality and standard.
5. Experience in child welfare services with a special emphasis of Aboriginal Child Welfare practice and use of Frontline/ Penlieu data system and protection of Child Welfare client information.
6. Experience in delivering training programs to meet the needs of diverse adult participant.
7. Willingness to attend the area First Nations to provide hands on support and training where needed, and ability to host group learning opportunities.
8. Adaptability and problem-solving capability to make on-site adjustments as needed and within the approved content and / or process.



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9. Excellent oral and written skills, sufficient to conduct training programs, facilitate groups, make presentations, consult with other members of the training services team, and write/revise curricula in areas of personal expertise.
  10. Ability and ambition to learn new systems and adapt new knowledge into current training process.
  11. Possess Valid Ontario driver's license;
  12. Knowledge of the administrative structure and operations of Weechi-it-te-win Family Services as well as the customs and traditions of the area First Nations.

**SALARY: \$69,029.02 to \$82,622.32**

**Application must include:**

- ✓ Cover Letter – **signed and dated.**
- ✓ Resume
- ✓ Three references (one must be employment related) along **with written permission** to contact references.
- **Applications submitted without** all the above required documentation **will not be considered.**
- Only those selected for an interview will be contacted.
- Complete job descriptions available upon request

**Submit Application to:**  
**Jackie DeBenedet**  
**Human Resources Officer**  
**jackie.debenedet@weechi.ca**  
P.O. Box 812  
Fort Frances, ON P9A 3N1  
Phone: 807-274-3201  
Fax: 807-274-8435

**DEADLINE TO SUBMIT APPLICATION:**

**February 19, 2025, @ 12:00 p.m.**

ADVERTISEMENT (S1/3).