



WEECHI-IT-TE-WIN
Family Services Inc.

SPECIAL PROJECTS COORDINATOR

GENERAL DESCRIPTION

The Special Projects Coordinator is a full-time permanent community support and an administrative position. The Special Projects Coordinator will work within a culturally competent system of care and as such will acknowledge and incorporate, at all levels, the importance of culture, the expansion of cultural knowledge, and the overall vision of Weechi-It-Te-Win Family Services.

The Special Projects Coordinator is responsible for supporting efficient implementation of the Family Well-Being programs at the respective First Nation. The Special Projects Coordinator ensure the Family Well Being Program are aimed at reducing domestic violence, responding to crisis, and preventing children and youth from coming into care.

The Special Projects Coordinator is the primary resource person for First Nation Family Preservation Workers. The Special Projects Coordinator is responsible for orientation, mentoring and on-site training of First Nation Family Preservation Workers.

The Special Projects Coordinator is responsible for coordination duties of any special projects approved by the WFS Board of Directors.

RESPONSIBILITY

The Special Projects Coordinator reports to the Director of Administration.

QUALIFICATIONS

1. an understanding and appreciation of Anishinaabe cultural beliefs, values, teachings and a commitment to continue a learning process
2. Post-secondary diploma in health, social services or administration
3. 1 year of work experience in the area of service coordination
4. demonstrated ability to prepare comprehensive narratives and statistical reports
6. demonstrated ability to develop policy and prepare funding applications or proposals.
7. ability to speak the Anishinaabe language is preferred;
8. knowledge of the administrative structure and operations of Weechi-it-te-win Family Services, First Nation family structure, and the values, beliefs, customs and traditional cultural practices of 9 First Nation communities.

Applications must include all the following to be considered:

- ✓ Cover Letter – **Signed and Dated**
 - ✓ Resume
 - ✓ Three References (one must be employment related) along with written permission to contact references.
- Only those selected for an interview will be contacted.
 - Immediate Benefits and Pension
 - Complete job descriptions available upon request

Salary \$72,604.37 to \$84,937.19

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:

January 17, 2025, @ 12:00 p.m.

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