



BRISC
BRANTFORD REGION
INDIGENOUS SUPPORT CENTRE

FRIENDSHIP CENTRE
www.brisccfc.org
email: info@briscfc.org

Open until filled

Apatisiwin Program Coordinator

JOB POSTING – BRISC - Friendship Centre

The Brantford Region Indigenous Support Centre is now accepting applications for the position of **Apatisiwin Program Coordinator**

Employed by the Brantford Region Indigenous Support Centre, responsible to the policies and directions as determined by the Board of Directors of the Centre and under the direct daily supervision of the Executive Director or designate.

The **Apatisiwin Program Coordinator** will ensure the effective delivery of the program such that urban Indigenous direct-service users gain education, experience, and skills to improve employability and/or achieve and maintain meaningful employment. The Apatisiwin Coordinator will be responsible for completing intakes, providing employment counselling, and develop a strengths-based action plan for each individual direct-service user. Provide job preparation interventions and programs as follows: Application Processing, Employer Referrals, Job Search, Referrals to Agencies, Resume/Cover Letter Assistance. Will be responsible for determining direct-service user funding eligibility. Promotes awareness and ensure access to program through a variety of outreach efforts and promotional activities.

The Program Coordinator will be responsible to follow the policies and procedures as determined by the Board of Directors and under the direct daily supervision of the Executive Director or designate.

JOB SUMMARY

- ◆ Ensure that Apatisiwin program is grounded in Indigenous culture-based principles and practices.
- ◆ Verify clients' eligibility or entitlement to insurance benefits, assess the employment assistance needs of clients and determine appropriate interventions, assess client employment readiness and literacy needs in order to become employment ready, prepare client/employer/organization intervention contracts, engage in contract monitoring activities;
- ◆ Interpret budgets and financial statements, monitor contract commitments and actual expenditures on all contracts, understand the terms and conditions laid out in the allocations;
- ◆ Work in coordination with finance when administrating the operations and or intervention budgets;
- ◆ Participate on committees that promote Employment & Training Initiatives, Promotion of potential partnerships between other Employment Unit/Local Delivery Mechanisms and other agencies;
- ◆ Exercise confidentiality of client information as per Ontario's Freedom of Information and Protection of Privacy Act (FIPPA);

- ◆ Input client information and maintain client files on a daily basis;
- ◆ Develop and design program promotion materials, advertising, pamphlets, brochures, newspaper;
- ◆ Report monthly and quarterly and annual basis as required;
- ◆ Develop annual community plan, quarterly narrative reports on a database to OFIFC
- ◆ Accurately report and ensure all program objectives are being met in accordance with agreements;
- ◆ To undertake any other such reasonable duties as may be assigned from time to time;
- ◆ Strong knowledge and awareness of Indigenous culture and history, with particular emphasis on residential schooling, the impacts of trauma, Indigenous engagement, and community outreach; knowledge of an Indigenous Language(s) considered an asset.
- ◆ Promote awareness and access to the Apatisiwin program, while providing the effective safe delivery of all Apatisiwin Program activities.
- ◆ Conduct a needs assessment for clients and to develop a plan of action to meet the needs of those registered to the Apatisiwin program.
- ◆ Maintain accurate, comprehensive documentation regarding all interactions with program participants.
- ◆ Assist in program and service development to ensure that quality, effective and client-centered and program participant programs, and services are delivered.
- ◆ Work collaboratively with all team members and partnering agencies to achieve desired excellent service and outcomes.

Qualifications:

- ◆ Successful completion of two years post-secondary education, such as a diploma/degree in social Work or an Indigenous Studies program.
- ◆ Ongoing involvement with Indigenous culture and traditions, comprehensive knowledge, understanding and awareness of Indigenous traditions, ceremony, teachings, and practices.
- ◆ Strong knowledge and awareness of Indigenous culture and history, with particular emphasis on residential schooling, the impacts of trauma, Indigenous engagement, and community outreach; knowledge of an Indigenous language(s) and asset.
- ◆ Understanding of the barriers and issues facing Urban based Indigenous individuals.
- ◆ Ability to work independently and ensure confidentiality.
- ◆ Ability to engage people to build trust and rapport; effective verbal and listening communication skills; effective crisis intervention skills.
- ◆ Ability to work flexible hours, including evenings and/or weekends.
- ◆ Willing to travel occasionally to attend various professional development events, seminars, and training sessions.
- ◆ Initiative-taking individual with the ability to work with minimal supervision in a collaborative setting.
- ◆ Excellent organizational and time management skills.
- ◆ Excellent verbal and written communication and interpersonal skills
- ◆ Proficiency in Teams, Microsoft applications and database applications.
- ◆ Working knowledge of the Friendship Centre movement and the various programs provided to the community.
- ◆ Always demonstrates professional standards of conduct.
- ◆ Respects all within the organization in compliance with the Lateral Violence Policy and Code of Conduct.



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- ◆ Solid foundation of Indigenous teachings, ceremonies, languages, cultures, values, and customs is considered an asset.
- ◆ Safe Food Handling Certificate, an asset.
- ◆ Must provide copy of valid Ontario Driver's License

Benefits:

- Extended health and Dental care
- Flexible schedule
- Vacation and Holidays

BRISC is a barrier free work environment in compliance with the Accessibility for Ontario with Disabilities act and the Ontario human rights code. As such, **BRISC** is committed to making accommodations available to applicants with disabilities, upon request during the recruiting process.

- A clear Criminal Reference Check (CPIC) and Vulnerable Sector Search (VSS) will be a condition of the employment offer with BRISC
- Preference shall be given first to applicants with Indigenous decent who possess the requisite skill sets and experience.

To apply email to ed@briscfc.org

- Cover Letter, Resume, and 3 (three) signed Letters of Reference