

# JOB OPPORTUNITY

## Sagkeeng Anicinabe Government is looking for a Community Well-Being Coordinator

Reporting to the, CAO the Coordinator will be responsible for following the objectives set out in the program proposal by developing and maintaining activities and initiatives that will focus on prevention activities, objectives and holistic approaches that are designed to help families at risk stay together in their communities whenever possible and at allow communities to exercise their jurisdiction for child and family services while working with community resources.

### Duties

- Develop and deliver programs and supports designed and delivered to help children who are aging out of the CFS system transition into adulthood by encouraging them to continue with education and providing them with various necessary life skills such as cooking, managing finances, budgeting, as well as other life skills,
- Develop and oversee programs and supports for new mothers that are designed based on the new mother's needs and are custom designed to help them and their family adjust to motherhood,
- Help children and families with culturally grounded programs that are designed to help the entire family deal with and overcome addictions, and associated behaviours,
- Develop and offer parenting classes and life skill programs for families that are separated, or living apart with a goal of having them reconnect by participating together in classes that are held in a traditional setting,
- Creating a "Grandparent's Club" for children and families that do not have grandparents in order that the families can benefit from the knowledge of the senior instructor and learn language, traditions, histories, values and other knowledge in a traditional manner,
- Manage budgets,
- Collect data and other information and present written and oral reports on the success of the programs,
- Other duties that may be assigned.

### Qualifications

- Minimum Grade 10 education or equivalent;
- Excellent knowledge and understanding of Sagkeeng history, traditions and values,
- Excellent experience in working with families and individuals of all ages,
- Ability to work under a high stress, high pressure environment and to meet deadlines;
- Ability to work under pressure with people in distress;
- Ability to maintain a positive and welcoming demeanour;
- Attention to detail;
- Ability to work with minimal supervision;
- Ability to work as part of a team or as an individual if required;
- Ability to speak the Ojibway language is an asset but not definitive;
- Ability to maintain confidentiality;
- Ability to travel to attend meetings and make presentations as required;
- Valid driver's license and vehicle is an asset;
- Advanced experience with MS Office, Power Point, Outlook and data entry skills is an asset;
- Preference will be given to applicants of Aboriginal / First Nations ancestry with highest preference to members of Sagkeeng First Nation.



**Application deadline:  
March 18, 2020**

### Applicants MUST submit a:

- Cover letter/ résumé including active contact information,

### Along with:

- Current criminal record and vulnerable sector checks;
- Photocopy of valid Driver's Licence,
- Contact information for 3 work related references

### Attention to:

**S.E.T.S.  
Box 3, Fort Alexander, MB  
R0E 0P0**

**Subject:  
Community Well-Being  
Coordinator**

Cover letters and résumés must indicate how the applicant meets the qualifications for the position and can be mailed to the above address or emailed to [jobs@sagkeeng.ca](mailto:jobs@sagkeeng.ca), or dropped off S.E.T.S.

**LATE SUBMISSIONS WILL  
NOT BE ACCEPTED UNDER  
ANY CIRCUMSTANCES**

**PLEASE BE ADVISED THAT ONLY  
THOSE SELECTED FOR AN  
INTERVIEW WILL BE  
CONTACTED**