

## United Native Friendship Centre Job Description

<b>Position Title:</b> Nindagikendan Project Worker	<b>Date Created:</b> April 23, 2018
<b>Workgroup:</b> Special Projects	<b>Date Revised:</b> February 2020

### **A. Position: Nindagikendan Project Worker**

### **B. Immediate Supervisor: Assigned Team Lead or Designate**

**C. Position Summary:** The Nindagikendan Project Worker is accountable to the United Native Friendship Centre and responsible to the policies and direction as determined by the UNFC Board of Directors and Executive Director. The Nindagikendan Project Worker will ensure that the goals and objectives are adequately met. Working as a team member to provide support, counselling, cultural competencies and educational referrals to clients seeking assistance under the direct supervision of the Team Lead.

### **D. Qualifications:**

- Relevant post-secondary education/training in field of employment/training and/or the Social Services field with one to two years' experience
- Knowledge and understanding/experience working with the Indigenous culture, using a community minded approach
- Knowledge of Anishinaabe language is an asset
- Excellent written, communication and computer skills
- Knowledge in training and development/delivery of relevant workshops in the area of employment and literacy skills
- Familiarity of community resources for networking and referrals
- Superior time-management skills to meet deadlines under minimum supervision
- Experience in report writing
- Must provide a Vulnerable Sector/Criminal Reference Check
- Must have a valid Driver's License and access to your own vehicle
- Proven organizational and time management skills
- Valid First Aid/CPR certification

## **Job Specifications**

- 35 hours/week with some evenings and weekends as required
- Support older youth and adults to continue their education/training
- Provide dedicated resources to urban Indigenous youth to improve their lives through culturally relevant services
- Collaborate with the UNFC Apatisiwin Employment Program
- Provide employment supports which include follow-up, monitoring and reporting of outcomes
- Ensure direct-service user files are maintained and protected as required by the terms and conditions set out
- Develop and facilitate workshops and presentations on employment related topics
- Network and partner with other Friendship Centres, Indigenous organisations, employers, employment agencies, etc., related to employment and training matters
- Ensure all service activities utilize culture throughout all junctures of planning and delivery
- Utilize quarterly reporting tools and database to input all data as required
- Provide bridging supports in planned activities to address barriers such as childcare and transportation
- Work with the internal Friendship Centre programs
- Develop information and referral packages for participants
- Include local Elders and/or Cultural Workers to enhance project
- Maintain confidentiality of client information
- Develop an evaluation tool to measure success of program.

## **Evaluation**

The position will be evaluated based on the job specifications and goals of the project.