

United Native Friendship Centre Job Description

Position Title: Nindagikendan Project Worker	Date Created: April 23, 2018
Workgroup: Special Projects	Date Approved:

Supervision: Employed by the United Native Friendship Centre, responsible to the practices and directions as determined by the Board of Directors, under the direct supervision of the Executive Director.

Vision: Responsible for meeting the goals and objectives of the special project “Nindagikendan” Urban Programming for Indigenous Peoples.

Primary Objective: To ensure the Nindagikendan Project is developed in the Anishinaabe way of life and provides our Indigenous population with the opportunity for training and employment.

Core Competencies

Culture: Take personal responsibility to increase sensitivity and awareness in both professional conduct and work related deliverables.

Accountability: Takes personal ownership and responsibility for the quality and timelines of work commitments.

Results Orientation:

- Accomplishes established goals
- Delivers the outcomes required and achieved results including the efficient and effective use of all resources which includes time, people, technology and financial

Communication: Effectively delivers information in a transparent, honest and clear manner that includes active listening, comprehending and responding appropriately when interacting with people. Its about being respectful when expressing opinions and points of view.

Behavioral Competencies: team player, flexibility, dependability, planning and organizing.

Educational/Work Experience:

- Social Services background
- Working with Indigenous community
- Knowledge of Anishinaabe culture is an asset
- Excellent written and oral English skills

- Knowledge in training and development
- Computer knowledge
- Ability to develop and present workshops in areas of employment/literacy skills
- Must provide a Vulnerable Sector Criminal Reference Check
- Must provide a Driver's Abstract
- Proven organizational and time management skills

Working Hours: Works 35 hours/week with some evenings and weekends as required.

Standards of Performance

- Achievement of functions as outlined in the core competencies and job specifications
- Adherence to the Personnel Policy and Code of Conduct
- Neat, clean appearance
- Pleasant, cooperative manner in all relations
- Communication and ability to meet deadlines
- Independence and creativity in carrying out activities, decision making.

Cause for Dismissal

- Unauthorized absence from work
- Criminal conviction during employment
- Theft or misappropriation of funds
- Insubordination
- Failure to maintain confidentiality
- Drinking and/or illicit use of drugs
- Inability to carry out job responsibilities
- Dishonesty in time worked, reporting expenses or statistical information
- Violence in the workplace.