



Family Support Program Coordinator

Department: Social Services
Posting Date: Friday April 11th, 2025
Location: Garden Village
Schedule: Standard Work Week/35
Job type: Contract End Date: Oct 24th, 2025
New or Existing Position: New
Vacancies:1
Reports To: Walking Alongside Manager
Starting Salary: \$22.85 hr.

Walking Alongside is seeking a compassionate and resourceful **Family Support Program Coordinator** to support the well-being of children, youth, and families within our community. The successful candidate will work closely with families to identify needs, provide advocacy, and connect them to appropriate resources and services. This role is key to promoting positive family relationships, student engagement, and holistic support.

What you'll do in the role

- Ensure Familiarization with Department if Indigenous Services Canada (ISC) documentation related to the Canadian Human Rights Tribunal (CHRT)
- Accept referrals for the program by email and phone calls, working with manager to assign to the appropriate Family Support Workers.
- Assist and Develop budgets with manager related to Family Support services
- Maintain database to keep track of all Family support program expenses
- Coordinate weekly filing with the Family Support Workers to ensure that files
- Collect key demographic information in the databases to create reports as required
- Development of key learning objectives for programming
- Provides input into workplans
- Ensure appropriate cultural opening when coordinating meetings both within Nipissing, for clients, families, communities, and other collaterals
- Actively seek guidance from Social Cultural Coordinator on how to incorporate culture into the position or how to work from cultural perspective.
- Complete administrative functions and reports, and adhere to policies, procedures, and relevant practices.
- Ensure submissions of reports are completed and reviewed by the manager.
- Prepare Reports, statistics, briefing notes and correspondence are required.
- Develop and maintain an individual detailed work plan of activities.
- Ensure Confidentiality and safekeeping of all documents and records
- Develop and maintain accurate, up-to-date, and concise work files
- Prepare and submit monthly reports and travel expense claims for manager.
- Follow human resources, finance and other policies and procedures in the performance of duties.



Employment Opportunity

Just a few reasons to join Nipissing First Nation

- Opportunity to work with a dynamic team with career growth across multiple departments
- Nipissing First Nation prides itself in providing its employees with job security, competitive wages and a safe working environment.
- On-the-job training to support your success in the role
- Casual dress

What you bring to the table

- Respect for Indigenous culture and willingness to learn Ojibwe.
- Must Have Diploma in Social Services, Child and Youth Worker or related social field.
- Knowledge of Nipissing First Nation community, culture, and Social Services
- Strong Knowledge and awareness of Indigenous culture and history, with emphasis on family violence, child welfare, the impacts of trauma, indigenous youth engagement and community outreach.
- Knowledge and experience working with indigenous children, youth and families in a healing and wellness capacity.
- Knowledge of Medicine Wheel concepts.
- Speaker of Anishinabemowin language will be considered an asset.
- Self-motivated individual with the ability to work with minimal supervision in a team-oriented setting
- Experience working with children, youth, and families in a community or school setting
- Knowledge of local social services, cultural supports, and family systems
- Strong interpersonal, communication, and problem-solving skills
- Ability to work independently and collaboratively in a team environment
- Valid driver's license and access to a vehicle may be required

Application Deadlines:

Nipissing First Nation adheres to the following process for our recruitment practices.

Closing April 25th, 2025 - 1st Round

- Opportunities are open to all registered Nipissing First Nation members. Please advise your status in your application
- Applicants who are considered Round 2 or Round 3 will not be considered, regardless of when the application is received
- If no suitable candidate is found, the process will proceed to Stage Two

Closing May 2, 2025 - 2nd Round

- Opportunities are open to spouses and children of registered Nipissing First Nation members and registered members of other First Nations. Please advise your status in your application
- Applicants who are considered Round 3 will not be considered, regardless of when the application is received
- If no suitable candidate is found, the process will proceed to Stage Three



Employment Opportunity

Closing May 9th, 2025 - 3rd Round

- Opportunities are open to all applicants (status and non-status)
- The posting will be open until filled

If you are excited by this opportunity and want to be a part of Nipissing First Nation, please apply online by emailing your cover letter and resume to resumes@nfn.ca no later than 4:30pm on the application deadline noted above.

Are you a member of NFN? If so, please read below:

- ✓ *Nipissing First Nation supports the training and growth of their members and strongly encourages their members to apply to positions.*
- ✓ *Work experience and training opportunities are taken into consideration when screening applications.*
- ✓ *Nipissing First Nation members are encouraged to apply to all rounds of employment postings.*
- ✓ *As per Section 24(1)(a) of the Ontario Human Rights Code, Nipissing First Nation gives preference to First Nation applicants for any employment opportunities.*

Miigwech to all applicants for their interest; however only those selected for an interview will be contacted.