



## EMPLOYMENT OPPORTUNITY

### Post Majority Support Coordinator

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Department: Social Services

Posting Date: March 7, 2025

Location: Nipissing First Nation, ON

Schedule: Standard Work Week/35hrs

Job type: Permanent – Full Time

Vacancies: 1

New or Existing Position: New

Reports To: Manager, Post Majority

Starting Salary: \$46,719.40

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**Nipissing First Nation is hiring a Post Majority Support Coordinator! This role will provide essential support to the Post Majority team by assisting with case management, program coordination, and administrative tasks. The coordinator will also support the maintenance and daily operations of transitional housing apartments, helping to create a safe and supportive environment for youth as they transition into independent living. If you're passionate about empowering youth and making a positive impact, apply today!**



#### What you'll do in the role

- Ensure familiarization with Department of Indigenous Services Canada (ISC) documentation related to the
- Canadian Human Rights Tribunal (CHRT)
- Assist in tracking budgets with manager related to Post Majority services
- Maintain database to keep track of all Post Majority expenses to be submitted for review monthly with manager
- 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 cultural staff on how to incorporate culture into the position or how to work from a cultural perspective
- Keep track of regular maintenance of the apartment complex and upgrades as needed
- Track apartment contracts with youth, ensuring all agreements are up-to-date and compliant
- Organize youth workshops specific to life skills with the support of the Post Majority Workers
- Coordinate with maintenance staff and external contractors for repairs and improvements
- Ensure safety and security protocols are followed within the complex
- Complete administrative functions and reports, and adhere to policies, procedures, and relevant practices
- Ensure submissions of reports are completed and reviewed



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- Prepare reports, statistics, briefing notes and correspondence as 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
- Collect completed monthly travel expense claims from support staff for manager review and approval
- Follow human resources, finance and other policies and procedures in the performance of duties
- Act in accordance with agency Code of Ethics and always maintain confidentiality to protect the privacy of staff, families, and communities
- Participate in internal or external committees as required or assigned
- Perform additional related duties in accordance with job responsibilities and department objectives
- Participate in training, cultural events and other mandatory training as required
- Other duties as required or assigned

#### 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 a minimum of two years' experience coordinating activities within a social services organization
- Knowledge of Nipissing First Nation community, culture, and social services and willingness to learn Anishinaabemowin in the workplace
- Diploma or certificate in business administration or social services is considered an asset but not required
- 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
- Self-motivated individual with the ability to work with minimal supervision in a team-oriented setting
- Must possess strong organizational skills and ability to meet deadlines
- Excellent case and file management skills, stress management and time management skills
- Must have the ability to engage people to build trust and rapport; effective verbal and listening communication skills
- Must be able to maintain confidentiality
- Strength based problem solving and takes initiative
- Essential computer competencies (Email, cell phone, Office 365, Teams)
- Ability to work flexible hours, including evenings and/or weekends to support program and community needs



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### **APPLICATION DEADLINES:**

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

#### **Closing March 21<sup>st</sup>, 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 March 28<sup>th</sup>, 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

#### **Closing April 4, 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](mailto: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.**