



FIRST PEOPLES WELLNESS CIRCLE

We Are Hiring:

SUPPORT OFFICER, INDIAN RESIDENTIAL SCHOOL WORKFORCE JOB POSTING

Area/Department:	Programs and Services
Reports to:	Program Manager, Indian Residential School Workforce
Supervisory Responsibility:	No
Employment Status:	Regular Full Time
Location:	Remote
Salary Range:	\$47,000-\$69,000
Commission Eligible:	N/A

First Peoples Wellness Circle (FPWC) is a national not-for-profit corporation that is governed and managed by Indigenous leaders and exists to improve the lives of Canada's First Peoples by addressing healing, wellness, and other mental health challenges. The mission of FPWC is to advocate for collaborative transformative change to create pathways to wellness and whole health for First Peoples shaped by diverse Indigenous cultural lenses. Our work focuses on implementation of the First Nation Mental Wellness Continuum Framework and supporting the First Nation workforce of Mental Wellness Teams.

We are currently looking to fill the position of **Support Officer, Indian Residential School Workforce**. This is a full-time (37.5 hours per week), fully remote position. Our head office is located in North Bay, Ontario and individuals from Ontario may be given preference.

Under the direction of the Program Manager, Indian Residential School Workforce the Support Officer, Indian Residential School Workforce will be responsible for supporting the program and assisting with the creation, implementation, and development of the program and with delivery of the day-to-day services provided to the workforce.

Position Purpose:

The Support Officer, Indian Residential School Workforce provides support to the Program Manager, Indian Residential School Workforce with the creation and implementation of the program.

Responsibilities:

- Assist in the implementation of the Indian Residential School Workforce development
- Gather, analyze, and process data related to the program
- Prepare documents, materials, and reports
- Assist in the development of budgets and maintain budgets
- Gather and provide feedback on the program, and assist in making improvements to the program based on this feedback

- Assist with the selection of research Consultants, review research
- Maintain up to date knowledge of national programs and services
- Schedule and coordinate meetings, take and distribute meeting minutes and monitor action items
- Provide ongoing support to the program
- Perform other related duties as assigned by the Program Manger

Minimum Experience Required:

- Minimum of three (3) to five (5) years experience in a program support role
- Knowledge and understanding of the Indian Residential School health support program
- Experience working with the Indigenous/First Nations community or non-profit setting would be considered an asset
- Experience in Program Development / Coordination
- Experience working with multiple partners and stakeholders

Minimum Education:

- College Diploma, Certification or Bachelor's Degree (Mental Health, Health or related field)

Competencies:

- Planning and Organization
- Ethics and Integrity
- Communication
- Cultural Competency
- Problem Solving
- Collaboration and Teamwork
- Wellness Promotion

Technical Skills:

- Strong organizational and interpersonal skills
- Excellent verbal and written communication skills
- Strong technical skills
- Ability to develop and maintain effective stakeholder relationships
- Ability to act with discretion and handling confidential and privileged information
- Ability to work effectively under time pressure and/or deadlines
- Ability to work independently, prioritise, organise, problem solve and exercise good judgement
- Working experience with Microsoft Office Suite

Language(s):

- Fluency in English (verbal and written)
- Use of and/or fluency in an Indigenous language considered an asset

Working Environment:

- This position is remote, work from home role
- Access to reliable internet, and private office space to work

What We Offer:

- Very competitive salary, with full benefits and pension plan and a stipend for working from home
- 3 weeks of paid leave, plus an additional 2 weeks of paid leave over the Christmas break

- Work with a team of supportive and caring professionals, committed to bettering the mental health of indigenous communities

Qualified applicants are invited to submit their resume and cover letter, demonstrating how they meet the criteria. While FPWC appreciates all applications, only those who meet the qualifications will be contacted for an interview. First Peoples Wellness Circle gives preference to First Nation applicants for any employment opportunities as per Section 24(1)(a) OHRC.

Deadline: Applications will be received until position is filled.

Please submit application to: **Subject Header: FPWC Support Officer, IRS Workforce**

By mail: First Peoples Wellness Circle
Marilyn Kimewon, Executive Assistant
857 Yellek Trail
Nipissing First Nation
North Bay, ON P1B 8G5

via email: marilyn.kimewon@fpwc.ca