



FIRST PEOPLES WELLNESS CIRCLE

We Are Hiring:

WORKFORCE DEVELOPMENT LEAD

JOB POSTING

Area/Department:	Programs, MWT Supports
Reports to:	Program Manager of MWT Supports
Supervisory Responsibility:	Yes
Employment Status:	Regular Full Time
Salary Range:	\$69,000-\$95,000
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 **Workforce Development Lead**. 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 of MWT Supports the Workforce Development Lead will be responsible for developing objectives, strategy, and plan for the Workforce Development Program. We are a small organization that values collaboration and teamwork.

Position Purpose:

Under the direction of the Program Manager of Mental Wellness Team Supports, the Workforce Development Lead will be responsible for overseeing the development of a workforce wellness strategy and designing a workforce development plan for the mental wellness workforce in First Nation communities.

Responsibilities:

- Lead, manage and monitor the workforce development program
- Support the Completion of a workforce wellness needs analysis
- Develop and implement a ladder training approach to help individuals build skills and workforce readiness
- Develop and oversee an online resource and training platform to support key learnings of the workforce
- Assist the MWT Support team in the planning and delivery of training opportunities for the workforce
- Document key approaches and then implement strategies to develop workforce capability

- Coordinate the development of plans that increase workforce capability to achieve strategic organisational plan/purpose
- Extract actionable insights and implement best practices
- Stay at the forefront of workforce trends and industry best practices to maximise opportunities and minimise risks
- Develop, manage, and maintain strategic partnerships with businesses, government agencies, educational institutions, technical institutes and other community-based organisations that further the vision of the workforce development program
- Work collaboratively with the MWT Support team to maintain quality assurance standards and consistency of training curriculum resources and training delivery methodology and evaluation.
- Think outside the box to research and implement more innovative, yet research-based, practices.

Minimum Experience Required:

- Minimum of Five (5) years of related experience preferably in an Indigenous/First Nations community setting
- Experience in Education
- Experience working with multiple partners and stakeholders

Minimum Education:

- Bachelor's degree or higher (education or related field)

Competencies:

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

Technical Skills:

- Excellent communication and presentation ability
- Sound decision-making and problem-solving ability
- Ability to develop and maintain effective stakeholder relationships
- Ability to act with discretion and handling confidential and privileged information
- Time management skill and ability to work under deadlines
- Ability to work independently, prioritise, organise, problem solve and exercise good judgement
- Ability to work with online learning platforms
- Strong networking and relationship building skills

Language(s):

- Fluency in English (verbal and written)
- Use of or fluency in an Indigenous language would be 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 Workforce Development Lead

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