



Competition No.:	2024-011R
Position:	Program Facilitators
Classification:	PW Pay Scale: \$53,110.32 - \$68,410.66
Conditions:	<ul style="list-style-type: none">• Full-Time (dependent on funding)
Department:	Family Preservation Unit
Location:	470 Notre Dame Ave, Wpg, MB with travel to various Southeast communities
Closing Date:	Open Until Filled
How to apply:	Email: hr@secfs.ca Fax: 204-594-0499

Reporting to the Family Preservation Manager, Program Facilitators are responsible for developing and facilitating culturally informed programming, life skills enhancing workshops, parenting, and therapeutic groups for families in all Southeast communities. Program Facilitators will incorporate a variety of presentation methods and instructional techniques to engage families and build trust. The majority of programs, workshops and support groups will be provided in-person for families in the eight communities we serve.

RESPONSIBILITIES:

- Research, organize, support and deliver programming that includes but is not limited to: cultural and land-based activities; parenting programs; pre-employment training; life skills enhancing workshops; recreational activities and therapeutic groups.
- Creatively engage and empower program participants while maintaining a safe and accessible environment.
- Excellent presentation and group facilitation skills with ability to build rapport with families.
- Implement and evaluate activities and experiences to meet family needs.
- Build positive and respectful relationships by providing support, guidance, and empowerment.
- Identify gaps and opportunities to enhance program content, delivery, and engagement.
- Assist in maintaining accurate program records including incident reports and attendance.
- Acting as a liaison for all SECFS Family Preservation Program programs/events/workshops which includes assisting with all logistics, venues, transportation, accommodations, and purchasing supplies.
- Assisting with creating budgets and tracking expenses.
- Developing communications materials.
- Responding to inquiries from community participants, facilitators, SECFS staff, and others, answering calls and emails, and ensuring that everyone has the information they need.
- Other duties as assigned.

QUALIFICATIONS:

- Degree or Diploma with at least two years of related experience (equivalent combination of experience and education may be considered).
- Demonstrated understanding and appreciation of Anishinaabe cultural beliefs, values, norms, ceremonies, and teachings.
- Demonstrated ability to work respectfully and effectively with First Nation communities (i.e., leadership, children, families, colleagues, collaterals, as well as have an understanding of the Southeast communities.).
- Proficiency with Microsoft Office (i.e. Excel, Word, Outlook, PowerPoint), and internet-related research.
- Excellent project coordination, organizational, and administrative skills.
- Experience booking venues, arranging transportation, accommodations, and purchasing.
- Knowledge of basic marketing and promotional strategies.
- Creative thinking and problem-solving abilities.
- Self-motivated with ability to work independently and as part of a multi-disciplinary team.
- Capable of being flexible, with sensitivity to changing situations and needs.
- Ability to prioritize workloads and manage tight deadlines.
- Ability to maintain confidential and/or sensitive information.

- Must be able to manage a flexible work week schedule, including evenings and weekends to accommodate presentations/ workshops.
- Strong oral and written communication skills.
- Ability to speak Ojibwe is an asset.
- Satisfactory Criminal Record; Child Abuse Registry; and, Prior Contact Check.
- Valid Drivers License and use of a personal vehicle with ability to travel to communities on a regular basis.

Preference will be given to Southeast members and Indigenous candidates (First Nations, Métis, or Inuit) meeting the position requirements. **All Indigenous applicants are asked to self-declare within their cover letter.** We thank all applicants; however, only those candidates selected for an interview will be contacted.

We offer competitive wages and an exceptional benefits package.