



Competition No.:	<b>2024-049</b>
Position:	<b>Program Facilitators</b>
Classification:	<b>PW Pay Scale: \$53,110.32 - \$68,410.66</b>
Conditions:	<ul style="list-style-type: none"><li>• Full-Time (dependent on funding)</li></ul>
Department:	<b>Family Preservation Unit</b>
Location:	<ul style="list-style-type: none"><li>• Based out of 470 Notre Dame Ave, Wpg</li><li>• Mandatory travel to various Southeast communities</li></ul>
Closing Date:	<b>Open Until Filled</b>
How to Apply:	<b>Email: <a href="mailto:hr@secfs.ca">hr@secfs.ca</a> Fax: 204-594-0499</b>

Reporting to the Family Preservation Manager, Program Facilitators are responsible for crafting and leading culturally informed programming, life skills workshops, parenting, and therapeutic groups for families across Southeast communities. Utilizing diverse presentation methods, Program Facilitators foster engagement and trust, delivering programming in-person. This role encompasses developing, implementing, and conducting activities that resonate with and empower families.

### RESPONSIBILITIES:

- Research, organize, support, and deliver programming that includes; cultural and land-based activities, parenting programs, pre-employment training, life skills workshops, recreational activities, therapeutic groups, etc.
- Creatively engage and empower program participants while maintaining a safe and accessible environment.
- Craft interactive presentations and facilitate group activities while fostering meaningful connections.
- Implement and evaluate activities and experiences to cater to the needs of families.
- Nurture 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, attendance, etc.
- Being the 'behind-the-scenes' for the SECFS Family Preservation Unit's programs/events/workshops; assisting with coordinating, venue booking, transportation, accommodations, and purchasing supplies.
- Support budget development and expense tracking methods.
- Design promotional materials using various software (I.E. Canva, etc.).
- Attend to inquiries from participants, facilitators, SECFS staff, and others via phone and email promptly.
- Maintain confidential and/or sensitive information.
- Other duties as assigned.

### QUALIFICATIONS:

- At least two (2) years of related experience (an equivalent combination of experience and education may be considered), Degree or Diploma preferred.
- Working knowledge of Anishinaabe cultural beliefs, values, ceremonies, and teachings.
- Demonstrated ability to work respectfully and effectively with First Nation communities (i.e., leadership, children, families, colleagues, collaterals) with an understanding of the eight Southeast communities.
- Proficiency with Microsoft Office (i.e. Excel, Word, Outlook, PowerPoint), and internet-related research.
- Self-motivated with ability to work independently and as part of a multi-disciplinary team.
- Required to manage a flexible work week schedule, including evenings and weekends.
- Skilled in articulating ideas verbally and in writing.
- Satisfactory Criminal Record; Child Abuse Registry; and Prior Contact Checks.
- 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.***

**Berens River First Nation - Black River First Nation - Bloodvein First Nation- Brokenhead Ojibway Nation  
Hollow Water First Nation - Little Grand Rapids First Nation – Pauingassi First Nation - Poplar River First Nation**