

Atikokan Native Friendship Centre

Canadian Prenatal Nutrition Program (CPNP) Program Coordinator Temporary Contract Position (1 Year)

The Atikokan Native Friendship Centre is currently accepting resumes for the position of CPNP Program Coordinator. This is a temporary one-year contract that ends Friday December 6, 2019.

The Canada Prenatal Nutrition Program is designed to promote healthy pregnancies, increase birth weights, provide nutrition information, offer prenatal classes and post-partum services. The program coordinator will plan and deliver a monthly schedule of activities to promote healthy nutrition and lifestyles. Activities are culturally appropriate and facilitate the outcomes targeted within this program's mandate.

Job purpose

The purpose of the CPNP Program Coordinator is to promote healthy pregnancies, provide nutritional information/support, offer prenatal classes/supports and post-partum services/supports. Plan, organize and implement events, activities, home visits and gatherings that support the CPNP mandate. Facilitate program and service delivery.

Duties and responsibilities

Primary job duties and responsibilities include:

- Tracking statistics and outcomes.
- Prepare and submitting annual reports and work plans.
- Complete monthly program calendar for distribution.
- Create healthy working relationships with community service providers, children and parents.
- Day to day implementation of the program and program objectives based on community needs.
- Work with clients and families supporting the areas of culture, crafts and traditions.
- Meal planning.
- Activities required to support program delivery.

Qualifications

Qualifications include:

- Post-Secondary Diploma in social services, health, ECE and/or DOULA Certification.
- Minimum of three years working in the area of related job fields.
- Ability to plan and prepare workshops for prenatal classes.
- Experience in program planning and delivery and group facilitation skills are required.
- Education/Certifications related to working with Urban Indigenous infants/children/families.
- Current First Aid and CPR (infants and children)
- Experience working with infants/children.
- Knowledge of Indigenous culture and traditions.
- Experience working with Indigenous individuals/communities.
- Ability to work with minimal supervision.
- Team Player.

- Excellent interpersonal skills.
- Excellent communication skills (written and oral) and organized in order to support file management and reporting requirements to funder's standards/requirements.
- Computer knowledge and experience with Microsoft Word and Excel.
- Ability to work flexible hours as there are some evening and weekend requirements.
- Valid driver's license and access to a reliable vehicle.
- Satisfactory Criminal Record Check with Vulnerable Sector Check.

Working conditions

This job requires some evening and weekend hours, which will be scheduled in advance. This position requires outdoor work at times as well as off-site work planned with community partners. This position requires home visits. Occasional travel is required for training and/or certifications.

Direct reports

Executive Director
Executive Assistant

Salary: Based on education and experience.

Please submit your resume and cover letter in confidence to:

Sarah Laurich, Executive Director
Atikokan Native Friendship Centre
1510-309 Main Street W
Atikokan, ON P0T 1C0

Application deadline is Wednesday, December 19, 2018. Preferred method of application is by email to sarahlaurich@gmail.com