



GICHI OZHIBI'IGE OGAAMIC  
ADMINISTRATIVE OFFICE

## EMPLOYMENT OPPORTUNITY



**Position:** Trauma Informed Coordinator (2 Positions)  
**Category:** Contract Position till March 31<sup>st</sup>, 2023 with possible extension (Fully Funded)  
**Location:** Grand Council Treaty #3 Administration Office, Kenora and Fort-Frances, ON  
**Closing Date:** Open until filled

### Job Overview:

The Grand Council “**Trauma Informed Coordinator**” supports the Indian Residential Health Support Program (IRSHSP) to implement and further the mandate to support the Indian Residential School Survivors and their families referred to as Intergenerational survivors of the twenty-eight communities of Treaty #3. They will assist the support staff to work with the IRSS, IDSS, MMIWG and their families who have been traumatized by the findings of the unmarked graves at the IRS sites.

### Responsibilities:

- Be able to educate public health professionals understand and adopt a new approach to care that recognizes the prevalence of personal trauma in other people’s histories.
- Establish working relationships with external resources of the IRS unit which includes Treaty#3 Communities, Agencies and Regional Organizations.
- Liaise and explain trauma informed care in an Anishinaabe way to a lay audience.
- Coordinate workshops, faculty conferences, and community gatherings to spread understanding about trauma informed care.
- Ability to meet work deliverables on time and/or as directed.
- Be able to listen and interpret the stories and personal histories to develop a picture of how trauma histories affect people’s reactions to professionals.
- Provide quarterly reports as required.
- Must maintain strict confidentiality and support families based on their needs.
- Communicate regularly with supervisor and IRS/IDS/MMIWG team.
- Practice good self-care as required.
- During an emergency epidemic/pandemic situation, job duties will be reviewed and reassigned accordingly.
- All other related duties assigned by supervisor and Leadership of GCT#3

### Qualifications:

- Graduation with a bachelor’s degree in a compatible field, such as psychology, counselling from a recognized university or other related post-secondary degree.

- Specialization that has been obtained through an acceptable combination of training, education and or experience may be considered.
- Proven expertise in policy analysis/advisory/development; demonstrated knowledge of First Nations Social issues, Child Welfare, First Nation political processes and community dynamics.
- Solid understanding of Treaty Rights, challenges, opportunities pertaining to First Nation social issues regarding Indian Residential Schools.

#### **Skills/Abilities:**

- Ability to establish and maintain effective, respectful working relationships with GCT3 staff, Treaty #3 Communities, and the general public.
- Ability to speak and understand Anishinaabemowin is an asset.
- Ability to work independently and manage workloads, set priorities, meet deadlines, work under pressure, and adjust to constant change.
- Proficient use of various office based software including Microsoft Office (Word, Excel and Power Point) and online meeting software (Zoom, Blue Jeans, Microsoft team).
- Strong customer service orientation.

#### **Working Conditions:**

- Must have valid driver's license (Equivalent to Class G), in good standing and a reliable vehicle.
- Must have a clear criminal records/vulnerable sector check is required.
- Must be able to travel on short notice.
- Travel may be required within Kenora and surrounding areas.
- Busy office setting and Repetitive work.
- Manual dexterity required to use desktop computer and peripherals.
- Interacts with public at large.
- Ability to conduct and attend presentations.
- Overtime may be required.

Please send cover letter, resume, and contact information for 3 references to the attention of:

#### **Human Resource Manager**

Grand Council Treaty #3

P.O Box 1720 Kenora, Ontario P9N 3X7

Fax: 807-548-5041

Email: [hr@treaty3.ca](mailto:hr@treaty3.ca)

We would like to thank all candidates in advance for their interest in this position, however only those being considered will be contacted. At Grand Council Treaty #3, we value the unique skills and experiences each individual brings and are committed to creating and maintaining an inclusive and accessible environment for everyone. If you require accommodation during the recruitment and selection process, advise Human Resources when applying for the position.