



ANISHINAABEG OF KABAPIKOTAWANGAG RESOURCE COUNCIL INC.

P.O. BOX 237, SIOUX NARROWS, ONTARIO POX 1N0

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**BIG GRASSY RIVER • NORTHWEST ANGLE #33 • ANIMAKEE WA ZHING #37 • OJIBWAYS OF ONIGAMING •
WAUZHUSHK ONIGUM**

PROGRAM: Early Years/ Transition Coordinator

LOCATION: 505 Kavanaugh Rd. Hwy 71, Animakee Wa Zhing #37, Sioux Narrows, Ontario.

TERM: March 31, 2024

Reports to: Director of Operations

SUMMARY:

The *Anishinaabeg of Kabapikotawangag Resource Council* (AKRC) is incorporated as an Aboriginal non-profit organization, providing advisory and technical advisory services to its member First Nation communities located throughout Northwestern Ontario on Lake of the Woods. AKRC requires the services of an Early Years/Transition Coordinator. This position is a term position until March 31, 2024, with a possibility of extension.

The Early Years/ Transition Coordinator will assist AKRC communities in developing community-led approaches to early years programs and initiatives. The coordinator will assist in developing and implementing strategies based on strength-based models with a focus on leveraging and enhancing opportunities and assets in AKRC communities. The successful coordinator will have a background in early childhood development, and the knowledge and skills related to community engagement to successfully implement and enhance diverse early years initiatives and deliverables.

DUTIES & RESPONSIBILITIES:

- Provide assistance and support to communities in the development and coordination of AKRC early years.
- Implement and maintain ongoing regular training in the early years and raise awareness of the importance of the early years and healthy child development.
- Provide regular information sharing and updates to early years community-based workers, Health Directors, Education Directors, Education Steering committee.
- Develop and seek out program resources and distribute to communities, i.e., program manual/reporting, guidelines/sharing best practices/access to resources.
- Research, integrate and share best practices/innovations in the early years field.
- Work collaboratively with the Early Years department on integration of early years, Infant Mental Health, Special Needs, and other initiatives.
- Participate in meetings /working groups/tables as requested.
- Assist in the planning of conferences, meetings, or training sessions.
- Attend meetings, workshops, or other events, as required.

- Travel to AKRC communities on a regular basis.
- Work with students to achieve goals and academic goals.
- Communicate regularly with community administration to provide progress reports on project plans and to identify new emergent transitional needs.
- Create, facilitate, and present transitional activities.
- Meet unique transitional needs as required by the individual communities, and the program.
- Ensure internal program tracking forms are accurate and up to date.
- Provide support to the EPP Coordinator, as needed.
- Develop relationships with community service providers and an understanding of the services available within each area.
- Adhere to AKRC's policies and procedures.
- All other duties, as assigned.

COMPETENCIES AND QUALIFICATIONS:

Candidate must possess the following skills and attributes, and Education/Experience:

- Diploma in Early Childhood Education, Social Work, Child and Youth Care, or related Social Sciences or Human, Services degree or equivalent work experience
- Demonstrated knowledge and understanding of the opportunities, barriers and challenges that impact children's outcomes.
- Minimum of three years working with Indigenous children and families.
- Excellent verbal and written communication skills.
- Ability to develop and maintain positive relationships and demonstrate leadership abilities.
- Competent in use of Microsoft Office, Excel, Teams and virtual meeting platforms.
- Ability to write clear, concise reports.
- Initiative and ability to complete tasks with a minimum of supervision, and to manage competing demands in fast paced setting.
- Knowledge of, and sensitivity to, the culture and history of First Nations in the Treaty 3 and AKRC territory.
- Willing and able to travel regularly to AKRC First Nation communities.
- Effective team player

CONDITIONS OF EMPLOYMENT:

- Must be able to drive on winter ice roads to access remote communities.
- Valid Ontario Class "G" Driver's license in good standing.
- Satisfactory Criminal Record Check and a Vulnerable Sector Check.
- Standard First Aid, CPR Level C, and automated External Defibrillator (AED) certifications.
- Must provide proof of COVID vaccination.

Along with a resume and cover letter and three professional references (one from last/ previous employer). Deadline for applications is open till the position is filled.

SUBMIT APPLICATIONS BY MAIL, EMAIL, ONLINE, OR FAX TO:

**Attention: Executive Director
Anishinaabeg of Kapapikotawangag Resource Council Inc.
545 Kavanaugh Road
Sioux Narrows, Ontario
POX 1N0
Tel: (807) 226-4445
Fax: (807) 226-4459**

Email: exec.assistant@akrc.on.ca

or

Email: director@akrc.on.ca

Only those selected for an interview will be contacted.