



Minwaashin Lodge
Aboriginal Women's Support Centre
100-1155 Lola St
Ottawa, Ontario K1K 4C1
www.minlodge.com

POSITION AVAILABLE
Immediate-July 2018

Courage to Soar Project Coordinator (female)

(Relying on Provisions of Section 23 of the Ontario Human Rights Code)

Start Date: As soon as possible
Position reports to: Manager, Employment & Culture
Location: 100- 1155 Lola, Ottawa, Ontario
Work Conditions: Located in an office setting; very low/low risk environment

Summary

Minwaashin Lodge - Aboriginal Women's Support Centre is a non-profit charitable organization that has served First Nations, Métis, and Inuit women, youth and children for over 15 years. We are a multi-service agency committed to the healing and wellness of our community, as such, we provide culturally specific programming for children, youth, women, and families.

The Project Coordinator will deliver an educational training program for Indigenous women who are survivors of domestic violence, poverty, or who would otherwise be unable to access this type of programming. In conjunction with our partners (schools, businesses and agencies), the Project Coordinator supports the women in realizing economic self-sufficiency through further training and/or education. All education expenses (tuition and books) are provided for the program participants.

RESPONSIBILITIES

- Deliver a culturally-appropriate program
- Coordinate all aspects of the program including graduation ceremony at Minwaashin Lodge, attend Willis College annual graduation, deliver address to Aboriginal graduates
- Deliver psycho educational workshops and/or those identified by evaluations
- Increase capacity of program by liaising, developing and maintaining partnerships with businesses, schools and Aboriginal and mainstream agencies
- Deliver Violence Against Aboriginal Women (VAAW) training/prevention workshops
- Assist clients in developing Safety Plans
- Provide VAAW individual support to clients
- Provide crisis and conflict resolution intervention when necessary
- Conduct individual counseling sessions with clients
- Provide supports and resources to program participants
- Monitor, assess and evaluate the effectiveness of the assistance
- Promote and market training and education materials

- Access the training needs of clients and determine the appropriate intervention
- Conduct Employment and Training Action Plans with participants to assist clients in reaching their employment and training goals and conduct appropriate follow up
- Refer participants to appropriate external resources and supports when necessary
- Case management
- Refer clients to resources such as Dress for Success Ottawa
- Maintain statistics and narrative reports
- Conduct comprehensive project evaluation
- Provide maintenance and accountability for the program
- Represent Minwaashin Lodge as a member of external committees
- Participate in all team and staff meetings.

QUALIFICATIONS:

- Relevant Post-Secondary education – BA/Career Development Practitioner certificate or equivalent experience.
- 2 years' experience in a counseling or human service position or equivalent
- Must work in close relations with CEO and staff of Willis College
- Excellent verbal and written communication skills
- Excellent computer and spreadsheet skills
- Excellent time management, organizational, and interpersonal skills
- Must have a good understanding of the cycle of violence, substance use, Residential School trauma/intergenerational impacts and low income poverty
- Knowledge of programs and supports offered throughout the Ottawa region
- Working knowledge of barriers faced by First Nation, Inuit, and Métis women.

EMPLOYER PREFERENCES:

- First Nation, Inuit, Métis or non-status
- Bilingual

EMPLOYER REQUIREMENTS:

- Current Criminal Records Check
- CPR/First Aid Certification
- Driver's License with clean driving record
- Some evening and weekend work required

To Apply:

Send a cover letter, a complete resume with three (3) references to Kate Holden– Finance/HR ,
Minwaashin Lodge, 100-1155- Lola Street, Ottawa, Ontario K1K 4C1 or email to:

kholden@minlodge.com

Closing Date: Until position is filled.

We thank all those who apply, but due to the number of applications we receive, we are able to contact only those being considered for an interview.