

***Niiwin Wendaanimok Limited Partnership***  
***Employment Opportunity (2 Positions)***  
***Community Training Navigators***

**Location:** Shoal Lake 40 First Nation and the Kenora Region

**Overall Role:**

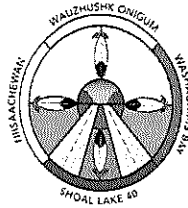
The Community Training Navigator will provide a wide range of supports and assistance to community members seeking employment or returning to the workforce. They will assist community members in acquiring employment in their chosen field. They will also assist and identify community support for the social, emotional, and other needs of community members as they enter or return to the workforce. The Community Training Navigator reports directly to the Training Program Coordinator.

**Skills & Qualifications:**

- a) Post-secondary diploma or degree in social work, counselling or human resource management is preferred. Equivalent education and/or work experience would be considered.
- b) Experience working on projects with specific deadlines/timetables.
- c) Experience working in a counselling or education environment would be an asset.
- d) Previous involvement in local labor and mentorship programs/opportunities.
- e) Experience in developing, implementing, and following work plans and timetables.
- f) Ability to collaborate effectively with other staff, community members and other organizations.
- g) Strong analytical, research and organizational skills.
- h) Ability to work with all levels of staff and members in a professional manner.
- i) Ability to work independently and take initiative with minimal supervision.
- j) Knowledge of Anishinaabe language and local community is preferred.
- k) Must be a team player and adaptable to changing circumstances.
- l) Valid driver's license.

**Duties:**

- a) Support members in ongoing development of individualized Training Support Plan from interests and skills assessments with clear education and/or employment goals, while identifying barriers and their solutions. This plan will be individualized to the needs of the client, for removing barriers to employment and for job searching.



- b) Maintain up to date case management files.
- c) Stay current with local job market and community resources.
- d) Track progress of plan and supports while facilitating advancement and career progression.
- e) Link support services, education/training providers, career and industry information, and employment opportunities.
- f) Liaison between participant and the systems being accessed and their components.
- g) Provide support and training one-to-one as well as small group settings as needed for success.
- h) Work collaboratively with various “service team” members, such as education providers, social services, industry representatives, and employers.
- i) Continue as a job coach and support after the client is hired. Job retention is as important as finding the job.
- j) Communicate regularly with project and community partners.
- k) Other duties as assigned to ensure the success of the project by the Training Program Coordinator and/or General Manager.

Along with a resume and cover letter, applicants must submit a current copy of their vulnerable sector check and three references. **CLOSING DATE IS UNTIL FILLED**

Application packages can be mailed or emailed to:

HIRING COMMITTEE  
C/O Melissa Skead  
Niiwin Wendaanimok Management Inc.  
Wauzhushk Onigum Nation  
Golf Course Road  
Kenora, ON P9N 3X8  
E-mail: [project.admin@niiwinwendaanimok.com](mailto:project.admin@niiwinwendaanimok.com)

***Compensation***

The salary range for this position is \$45,00.00-\$50,000.00 depending on qualifications and experience.

***Flexible working arrangements will be considered due to Covid 19.***

**Note: We thank all those who have expressed an interest in this position; however, only those applicants selected for an interview will be contacted.**