



# Chippewas of the Thames First Nation

320 Chippewa Road, Muncey Ontario N0L 1Y0 Tel: (519) 289-5555 Fax: (519) 289-2230

## **Chippewas of the Thames First Nation is Accepting Applicants for the role of:**

**Job Title:** Anishinabek Food Rights Coordinator

**Term:** Full-Time (37.5 hours/week)

**Department:** Ontario Works

**Reports to:** Ontario Works Administrator

**Posted Date:** September 4, 2024

**Closing Date:** September 25, 2024

### **Overview**

Under the supervision and direction of the Ontario Works Administrator, the Anishinabek Food Rights Coordinator will be responsible for the overall maintenance of the **Anishinabek Food Rights Program**. The Anishinabek Food Rights Coordinator will create and update policies and procedures for the Anishinabek Food Rights Program. Network with outside resources for donations; write proposals for funding to sustain the Anishinabek Food Rights Program while also making sure the space is accessible; that an adequate supply of food items are available; and that all health inspections are completed and passed.

### **Responsibilities**

- Work collaboratively and ensure open lines of communication with the Social Services Department team members;
- Promote and support Community Comprehensive Plan Initiatives;
- Implement the Anishinabek Food Rights policy and procedures and review annually
- Manage the Anishinabek Food Rights program budget and financial records;
- Maintain communication with direct Supervisor through verbal and written communication and report on areas of responsibilities;
- Keep informed on all matters relating to his/her area of responsibility and ensure that the activities are in line with program objectives, priorities, directives and plans;
- Actively participate in the department's strategic planning sessions;
- Create a work plan with activities designed to identified goals and objectives;
- Maintain confidentiality and proper distribution of information;
- Network with outside resources for donations of food supplies and monetary donations;
- Ensure the highest degree of professionalism and customer service and abide by the employee code of conduct;
- Participate, contribute, organize, schedule and document meetings as needed;
- Write proposals to outside organizations for funding to sustain the Anishinabek Food Rights program;



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- Conduct program evaluation with direct supervisor;
- Participate in staff development and training as required;
- Responsible for ordering all supplies needed for Anishinabek Food Rights Program
- Track client data and inventory of supplies each month;

## **Qualifications**

The Anishinabek Food Rights Coordinator shall be knowledgeable, possess necessary skills and/or prior work experience in the following areas:

- Must have High School Diploma or Equivalent;
- Preferred - College Diploma or Degree in Social Services or related field;
- Knowledge and interest in Social Services and willingness to learn and participate in training;
- Excellent verbal and written communication skills;
- Ability to take initiative, problem solve and make well informed decisions;
- Ability to follow protocol and maintain professionalism and confidentiality at all times;
- Work effectively with First Nations people in a culturally diverse environment;
- Willingness to become a part of and collaborate with a team that promotes the wellness and healing of the Nation;
- Familiar knowledge in Microsoft Office, Excel, Publisher and email;
- Flexible availability – some evenings and weekends may be required with advance notice.
- Ability to work as part of an Integrated Services Team with primary and fellow department team designate
- Able to produce and maintain necessary Monthly and Quarterly data report