

NORTHERN NISHNWABE EDUCATION COUNCIL



EMPLOYMENT OPPORTUNITY

NNEC is a non-profit educational organization. Under the direction of the Sioux Lookout District Chiefs, NNEC delivers secondary and post secondary education programs and services for First Nations people. NNEC operates Pelican Falls First Nations High School, Pelican Falls Centre, Dennis Franklin Cromarty High School, Wahsa Distance Education Centre. NNEC has offices in Lac Seul (head office), Sioux Lookout, and Thunder Bay. NNEC welcomes applications for the following position:

CRISIS COORDINATOR Sioux Lookout or Thunder Bay

Under the direction of the Executive Director or designate, the Crisis Coordinator will provide crisis response services for the NNEC programs, schools, services and students. The Crisis Coordinator will respond to and assist with crisis situations that may occur within NNEC programs, schools, services and students.

RESPONSIBILITIES:

- Will develop policies and procedures for the navigation of support and services when crisis situations occur
- Support students that are dealing with mental health concerns, trauma, substance misuse, etc.
- Respond to emergency and routine calls in a calm, efficient, empathetic and helpful manner
- Attend to calls for assistance as directed by the Executive Director, Director of Operations, Director of Education or designated Management and/or supervisors
- Ensure that the appropriate help is summoned and that responses to emergency calls are in accordance with the NNEC crisis response performance standards and operating protocol.
- Develop or assist in the development of treatment plans, plans of care and/or safety plans as required
- Use all available IT and information systems to manage emergencies, provide information and access to emergency services and act as an advocate where/when appropriate
- Be a point of contact during emergency situations as directed
- Ensure that all records are maintained accurately and updated as necessary
- Deal with inquiries effectively and efficiently within the parameters of privacy and NNEC guidelines
- Deliver and coordinate training as requested or approved by the Executive Director, Director of Operations or NNEC Board of Directors
- Participate in regular job-related training and extend/update knowledge as required

- Create and maintain a good working relationship with appropriate NNEC personnel, students, their families and partner organizations.
- Carry out basic First Aid if required
- Follow incidents to ensure interim follow-up
- In the event of a serious occurrence, ensure requirements as established in policy and procedure are followed.

QUALIFICATIONS:

- Degree in Social Work (BSW) preferred but will also accept 5+ years' work related experience in education, health, social services, policy or a related field
- Knowledge of First Nation education, Provincial education, social services and/or health issues, challenges and delivery models
- Experience in the mapping of education, health and/or social systems an asset
- Experience working with First Nations communities and thorough knowledge of the community resources available
- Strength in developing strong connections at the community level
- Strong interpersonal skills and the ability to work effectively with others in a team as well as work independently
- Must have strong communication skills (both written and verbal) with proficiency in developing written communications
- Proven Project Management experience along with the ability to develop and deliver oral presentations
- Must be willing to travel including travel to First Nation communities, in small aircraft
- Must be willing to work flexible hours including evenings and weekends
- Must possess strong facilitation skills
- A knowledge of and sensitivity to First Nations history, culture, traditions and student issues
- The ability to speak, read and/or write in a local First Nations dialect is an asset

Salary: \$65,556 to \$80,626

All staff are compensated 13 weeks of vacation either with vacation days, monetary compensation or a combination of both.

NNEC thanks all applicants in advance; however, only those selected for an interview will be contacted.

NNEC requires a Criminal Record Check and/or a Vulnerable Sector Check for all positions. This advertisement is for a new position and will remain open until filled.

Please submit your cover letter, resume and three references (with written permission for NNEC to contact) to Human Resources, NNEC Head Office, fax (807) 582-3865 or by email to

humanresources@nnec.on.ca