



ODAWA NATIVE FRIENDSHIP CENTRE

EMPLOYMENT OPPORTUNITY

FULL-TIME: Intergenerational Trauma Program Manager – Ottawa

Deadline for applications: May 20, 2022

The Odawa Native Friendship Centre (ONFC) is a non-profit organization serving the Indigenous community in the Ottawa-Carleton Region of Eastern Ontario and surrounding communities.

The Vision of ONFC is to ensure a thriving and resilient community. Odawa strives to enhance the quality of life of Indigenous People in the Capital region; to maintain a tradition of community, an ethic of self-help and development as well as to provide traditional teachings from our elders.

JOB SUMMARY

We are looking for a candidate to improve the well-being of urban Indigenous community members as they seek to improve their mental health, reduce any harms associated with their behaviours, resolve traumas sourced from the Indian Residential School system, and pursue a *Good Mind*.

REQUIREMENTS

1. A diploma or degree in the Mental Health or related field.
2. Three years' experience managing and working in a multi-disciplinary field.
3. Understands systemic issues faced by urban Indigenous communities.
4. Work cooperatively and effectively with others to reach a common goal.
5. Prevent conflict and share resources to encourage symbiotic relationships within the organization.
6. Attends to details and pursues quality in the accomplishment of tasks.

RESPONSIBILITIES

1. Design, present and offer community programs.
2. Oversee and manage direct program expenditures.
3. Responsible for ensuring appropriate representation of Intergenerational Trauma Program.
4. Ensure the safety of staff and community members.
5. Responsible for seeking out and supporting staff in funding opportunities, i.e. request for proposals, grants and other forms of funding.
6. Assist in the recruitment, hiring and training of candidates, if required.
7. Coordinate and facilitate meetings to ensure clear communication and planning for program delivery.
8. Maintain positive and professional communication with the program staff.
9. Periodically provide administrative support to program staff.
10. Manage the development, production and distribution of promotional and program materials.
11. Review and assess feedback on all programs for continuous improvement.
12. Participate in professional development and training opportunities.

13. Prepare and report on an annual work plan and any other reporting as deemed necessary by the Executive Director.
14. Attend scheduled meetings.
15. All other duties that may be requested and required by the Executive Director.

WORK ENVIRONMENT

1. Flexibility and adaptability are necessary in our fast-paced organization.
2. Working conditions are normal for an office environment.
3. Work regular business hours with some overtime when required.
4. Evening and weekend work when necessary.
5. Occasional work-related travel within Canada.
6. As this position involves working with the public, you must be double vaccinated.

If you are interested and meet the above criteria and are fully vaccinated, please send your résumé and cover letter telling us why you think you'd be a great addition to the ONFC to: rmayes@odawa.on.ca.

Indigenous (First Nations, Inuit or Métis) candidates will be given priority, please self-identify.

The Odawa Native Friendship Centre is committed to accommodating people with disabilities. If you require an accommodation, we will work with you to meet your needs. We thank all applicants for their interest; however, only those selected for an interview will be contacted.