



# Can-Am Indian Friendship Centre of Windsor

1699 Northway Avenue,  
Windsor, ON  
N9B 3L8

Tel: (519) 253-3243  
Fax: (519) 253-7876  
www.caifc.ca

## EMPLOYMENT OPPORTUNITY

**Organization:** Can-Am Indian Friendship Centre of Windsor  
**Job Title:** Cultural Resource Coordinator  
**Particulars:** 40 Hours per week  
**Location:** 2929 Howard Ave., Windsor, ON N9B 3L8

### Job Purpose:

This position coordinates and supports all aspects of cultural knowledge transfer and planning within the Can-Am Indian Friendship Centre of Windsor. The Cultural Resource Coordinator makes available traditional teachings and ceremonies in a safe and acceptable environment and also coordinates access to Elders and Traditional people to meet the needs of the Friendship Centre community, with children, youth and families as the primary audience.

### Qualifications/Education

- Strong knowledge and awareness of Indigenous culture and history, with particular emphasis on family violence, child welfare, the impacts of trauma, Indigenous youth engagement and community outreach, knowledge of Indigenous historical and contemporary issues
- Knowledge and experience working with urban Indigenous children, youth and families in a healing and reconciliation capacity
- Minimum of five years of demonstrated related work experience within an Indigenous organization or community
- Post-secondary education in Indigenous studies and/or combination of an equivalent and relevant education would be an asset

### Responsibility and Duties:

- To ensure the provision of Indigenous cultural teachings and knowledge within all aspects of programming within the Friendship Centre and to ensure safe and appropriate cultural practices and boundaries.
- To act as a cultural resource liaison and support as required. Promotion of language restoration, healing and reconciliation for urban Indigenous children, youth and families.
- Facilitate/Coordinate talking, teaching and healing circles, with a priority to services and supports for Indigenous children, youth and families
- Provide access to traditional-based counselling and participate in Action Planning and CAS-related Case Conferencing, provide Advocacy
- Acquire, maintain and care for education tools/resources e.g. language resources, history books, art, and traditional and sacred items
- Deliver traditional medicines' education, e.g. teachings, care for and use, storage, medicine bags, growing/picking,
- Deliver traditional food education e.g. teachings on health benefits, harvesting, growing, preparing, storing

- Connect with Elders and/or traditional resource people to conduct ceremonies as appropriate to the geographic areas and customs
- Support the planning of traditional dancing, singing, drumming, community and/or seasonal celebrations/feasts, traditional and social events
- Coordinate culture/social nights and community feasts, Elder socials and Elder/senior appreciation activities and Elder/youth knowledge exchange /mentorship activities
- Coordinate land-based activities, e.g. fishing, trapping etc.
- Provide space and opportunities for traditional arts & crafting
- Work with Friendship Centre staff in support of the development of culture-based work plans that best support program and service design and provision for urban Indigenous children, youth and families
- Work with local stakeholders within non-Indigenous community service organizations and institutions to promote cultural competency and awareness
- Create and maintain a trusted traditional knowledge/Elder resource/directory
- Create and/or maintain organizational cultural competency, safety & cultural sustainability
- To provide insight and support in the development of protocols and agreements with internal and external stakeholders as directed
- Participation in relevant training and professional development activities in accordance with the Friendship Centre's objectives and within budgetary constraints - Quarterly reporting as required
- Excellent interpersonal, organizational, coordination, communication and facilitation skills
- Sound working knowledge of MS office and proficiency with technology and social media
- Perform other such duties as may be assigned from time to time i.e. newsletter submission, CAIFC events coordination and planning, attend staff meetings
- Must have access to an insured vehicle and able to travel.

#### **Technical and Behavioural Competencies**

- Perform in a manner that serves as an example of positive cultural values, attitudes, beliefs and actions
- Remain current and implement wise practices in service provision from a culture based platform
- Networking is done to ensure a well maintained list of credible Elders and traditional knowledge keepers is available for the purposes of ceremonial and traditional healing supports for urban Indigenous children, youth and families

**DEADLINE: Open Until filled**  
**No applications will be accepted after the deadline.**

#### **SUBMIT COVER LETTER, RESUME AND THREE (3) EMPLOYMENT REFERENCES TO:**

Can-Am Indian Friendship Centre of Windsor

2929 Howard., Windsor, ON. N8X 4W4

Attention: **HIRING COMMITTEE - CONFIDENTIAL**

**OR EMAIL APPLICATION TO:** [hiring@caifc.ca](mailto: hiring@caifc.ca)

We thank all applicants, however only those that pass the initial screening process will be contacted for an interview. Successful candidate must provide Vulnerable Sector Check prior to employment.

CAIFC values diversity and is an equal opportunity employer; however, hiring preference will be given to qualified Indigenous applications. CAIFC is dedicated to providing employment accommodation in accordance with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act. Please let us know if you require accommodation to apply or if selected to participate.



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## EMPLOYMENT OPPORTUNITY

**Organization:** Can-Am Indian Friendship Centre of Windsor  
**Job Title:** Indigenous Community Mental Health Worker  
**Particulars:** 40 Hours per week  
**Location:** 2929 Howard Ave., Windsor, ON N9B 3L8

### Job Purpose:

To ensure the goals, objectives and over all policy of the Indigenous Community Mental Health Program are met.

### Education

- Relevant Post-Secondary Diploma or Degree and/or work experience

### Experience

- Experience in program development, design, implementation, and evaluation.
- Practical work experience in social work, psychology and/or mental health services issues amongst adults and families. (Minimum of 2 years preferred).
- Proficiency in the use of computers, word processing and data base software.
- Experience in case management, case conferencing and compiling statistics.
- Excellent organizational and problem-solving skills, as well as presentation, human relations, and communication skills.
- Demonstrated ability in working with Indigenous people, communities, and organizations with an understanding of Indigenous culture, traditions and language.

### Responsibilities and Duties

- Linking and networking with culturally appropriate Indigenous and non-Indigenous agencies, organizations, services, to promote and provide services for Indigenous people who are experiencing mental health issues. Best practices on mental health for Indigenous people; source develop culture-based resources as required.
- Promoting culturally appropriate, social recreational and program activities that minimize the negative effects of mental health issues in the Indigenous individual, family, and community.
- To provide culturally appropriate alternatives to existing mainstream programs.
- To work with other Can-Am Indian Friendship Centre programs and staff to promote a co-ordinated approach to the Healing and Wellness Team.
- To maintain an up-to-date and confidential client records keeping system and database
- Provide one-on-on peer support as needed.
- Participate with program initiatives, and reporting requirements as directed and adopted by the program management policy
- Perform other such duties as may be assigned from time to time i.e. newsletter submission, CAIFC events coordination and planning, attend staff meetings
- Must have a valid Ontario Drivers' License or access to an insured vehicle for client transportation and able to travel

**Community Education/Awareness:**

- Research and develop cultural-based mental health information materials
- Design, develop, and deliver education and awareness presentations to individuals, families, community organizations, and services.
- Advertise and promote the program via design and distribution of flyers, brochures, and posters, presentations to organizations/agencies and at community events.
- Design, develop and deliver culture awareness training to mainstream service providers.

**Intervention:**

- Provide assistance to individuals, families or communities who request assistance or information concerning mental health services.
- Make initial contact with clients (individuals, family, or community) or with significant concerned other.
- Assist in arranging for emergency assistance as may be required for clients to access Mental Health Services internally and externally.
- Provide referrals to or service co-ordination of counseling, legal, and/or treatment services for individuals and families experiencing a crisis or traumatic event, including liaison with non-Indigenous services to facilitate case managements. Assist clients with applications.
- Provide one-on-one counselling as needed.

**Referrals:**

- Research, network and outreach with Indigenous and non-Indigenous services that will assist clients in addressing mental health issues and any other referral services required, i.e. shelters, housing, legal services, jails, Medical Services Branch.
- Complete referral forms and assist clients with applications.

**Program Management:**

- Participate with program initiatives, and reporting requirements as directed and adopted by the program management policy.
- Participate in program evaluations as required. Offer short-term follow-up, 6 months and 12 months.
- Maintain an up-to-date and confidential client referral record keeping system.
- Perform other such duties as may be assigned from time to time i.e. newsletter submission.

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## EMPLOYMENT OPPORTUNITY

**Organization:** Can-Am Indian Friendship Centre of Windsor  
**Job Title:** **Aboriginal Healing and Wellness Worker**  
**Particulars:** 40 Hours per week  
**Location:** 2929 Howard Ave., Windsor, ON N8X 4W4

### Job Purpose:

To ensure the goals, objectives and over all policy of the Aboriginal Healing and Wellness Program are met. To further develop the progress of the healing and wellness needs of the indigenous community are addressed by implementing the Healing and Wellness Strategy at the local level. The program aims to reduce family violence, promote healthy lifestyles, highlight and facilitate culture based programming, healing and overall wellness

### Education

- Relevant Post-Secondary Diploma or Degree in Social/Human Services, Aboriginal Studies and/or related training and minimum of 2 years work experience

### Experience

- Demonstrated ability and experience in working with Aboriginal communities with knowledge of traditional and cultural teachings
- Experience in program development, design, implementation and evaluation
- Experience in case management, case conferencing and compiling statistics
- Excellent organizational and problem solving skills, as well as presentation, human relations and communication skills

### Responsibilities and Duties

- To promote healthy lifestyles within the Aboriginal community
- To work collaboratively with Aboriginal women and families
- To help Aboriginal women and families dealing with Domestic Violence issues
- Excellent computer skill and communication skills; oral, visual and written
- Able to plan, organize and manage time effectively; superior ability to work within deadlines and under minimum supervision
- Able to work flexible schedule, including extended hours or weekends as required
- To complete an intake, assessment and referral services necessary to support the client throughout the recovery process
- Assist clients with applications for counselling and treatment services
- To develop, maintain positive working relationships with other Can-Am Indian Friendship Centre programs and program workers
- To create working relationships and liaise with Aboriginal and non-Aboriginal community agencies, programs and services in the surrounding area

- To promote addiction free lifestyles through education and information sessions, presentations, flyers, brochures to organizations/agencies as well as through sponsoring of community events and activities
- To maintain an up-to-date and confidential client records keeping system and database
- Provide one-on-one peer support as needed.
- Participate with program initiatives, and reporting requirements as directed and adopted by the program management policy
- Perform other such duties as may be assigned from time to time i.e. newsletter submission, CAIFC events coordination and planning, attend staff meetings
- Must have a valid Ontario Drivers' License or access to an insured vehicle for client transportation and able to travel

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## EMPLOYMENT OPPORTUNITY

**Organization:** Can-Am Indian Friendship Centre of Windsor  
**Job Title:** **Apatisiwin Program Coordinator**  
**Particulars:** 40 Hours per week  
**Location:** 2929 Howard Ave., Windsor, ON N8X 4W4

### Job Purpose:

To ensure the goals, objectives and over all policy of the Apatisiwin Program are met. To coordinate and administer funding mandate of the program, as per the needs of the eligible client - and/or community. Furthermore, to maintain proper program documentation and data integrity, all the while establishing and maintaining municipal partnerships related to employment and training to implement a demand-driven model to connect clients with opportunities for employment and training.

### Education

- Relevant Post-Secondary Diploma in Career Development, or other related fields and/or related training and minimum of 2 years work experience

### Experience

- Demonstrated ability and experience in working with Aboriginal communities with knowledge of traditional and cultural teachings would be an asset
- Be familiarized with the Apatisiwin Program Intervention Manual and Operations Manual would be an asset.
- Knowledge of labour market trends and supply and demand, with understanding of the job loss cycle
- Experience networking and establishing relationships with industry, employers and community partners
- Knowledge of additional community resources, government resources, mental health providers and addiction support providers is an asset

### Responsibilities and Duties

- Excellent computer skill and communication skills; oral, visual and written
- Excellent organizational and problem solving skills, as well as presentation, human relations
- Able to plan, organize and manage time effectively; superior ability to work within deadlines and under minimum supervision
- Able to work flexible schedule, including extended hours or weekends as required
- To develop, maintain positive working relationships with other Can-Am Indian Friendship Centre programs and program workers
- To create working relationships and liaise with Aboriginal and non-Aboriginal community agencies, programs and services in the surrounding area
- Adhere to all intervention terms & conditions while bringing together the different elements of the program into a model that will ensure efficiency
- Work with eligible client(s) to ensure all sections of the Action Plan are completed in full
- Complete EI Verification according to Service Canada's Process

- Ensure written contracts properly reflect correct information, and are completed in full with all parties before the implementation of a funded intervention
- Maintain an up to date record of attendance for clients while on an intervention
- Ensure physical client files are maintained and protected as required by the terms and conditions set out in the Apatisiwin Program Description Manual
- Input Client Information into Management Information System (MIS)/Integrated Database (IDB)
- Input data into MIS/IDB on a weekly basis to ensure overall data integrity, be familiar with upload dates
- Ensure that follow-ups are completed with the client and trainer/employer in relation to finding employment
- Actively seek out partnerships to leverage resources, support program activities, and improve clients' outcomes in achieving employment outcomes
- Prepare and Submit Quarterly and Statistical Narrative reports to the Ontario Federation of Indigenous Friendship Centres (OFIFC)
- Prepare and Submit Quarterly Intervention Summary to the Ontario Federation of Indigenous Friendship Centres with the Integrated Database (IDB)
- Inform the Ontario Federation of Indigenous Friendship Centres of capacity needs (i.e: Professional Development or Communication Funds)
- Host Group-Funded Interventions that are targeted towards assisting a large group of individuals experiencing the same employment barriers
- Coordinate workshops/presentations on employment related topics
- Evaluate workshops and presentations to support future planning
- Provide a minimum level of soft services/non-funded interventions to all individuals that request assistance
- Perform other such duties as may be assigned from time to time i.e. newsletter submission, CAIFC events coordination and planning, attend staff meetings
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