



ONTARIO NATIVE EDUCATION COUNSELLORS ASSOCIATION

Program:	Native Counsellors Training Program (NCTP)
Contract Position:	Program Coordinator
Reports To:	ONECA Executive Director
Supervises:	NCTP Staff

Summary of Work to be Performed:

Oversee the efficient planning and delivery of the NCTP program. Ensure the integrity, quality and relevance of student learning in accordance with the standards and guidelines set forth by the organization. Provide leadership to program staff and students in the areas of academic/operational/personnel policies and procedures. Liaise with delivery site personnel to ensure facility needs of the program and its staff/students are met. Ensure Day and Youth Camp are operated in accordance with policies and guidelines. As a member of the NCTP team, the incumbent is also responsible for consistently demonstrating and promoting ONECA's vision, philosophy and objectives in regards to his/her contribution to a supportive, nurturing and respectful environment for staff, students and their families.

Scope of Work:

- **PROGRAM ADMINISTRATION:** Develop program documentation including but not limited to schedules, interim and final program status reports, Ministry of Education reports or other program documentation as required/requested. Ensure self and others carry out responsibilities in accordance to Personnel Policies and established curriculum guidelines. Monitor the effectiveness of staff and program operations, immediately addressing issues that impact the integrity, quality and efficiency of program delivery. Provide ONECA Executive Director with regular status updates; notifying and seeking guidance when appropriate or when policies/guidelines dictate. Ensure all documentation pertaining to the program is appropriately secured to maintain confidentiality and regularly monitored for accuracy and completeness. Ensure all logistical and operational aspects of program start up and closure are carried out in accordance as outlined in the NCTP Policies & Procedures Manual.
- **LEADERSHIP:** Ensure all staff maintain awareness of performance and program expectations through regular oral and written communication including but not limited to orientation of staff, distribution and review of NCTP Policies and Procedures Manual, weekly staff meetings, distribution of meeting minutes, informal and formal performance assessments, and Elder consultation. Utilize problem solving and conflict resolution strategies to effectively address personal and academic concerns that may arise with/among staff, students and external constituents (campus personnel.) Maintain office schedule that promotes and assures availability to staff and students.
- **FINANCIAL MANAGEMENT:** Manage all aspects of program budget. Ensure purchasing and petty cash activities are monitored and documented as per prescribed policies and procedures. Provide weekly financial updates to ONECA Executive Director and/or ONECA Accountant. Ensure expenditures fall within total program budget and seek guidance/approval if it becomes necessary/desirable to deviate from individual cost centre budgets.
- **TEAM WORK:** Ensures effective two-way communication at all levels of responsibility. Participates in staff meetings as requested/appropriate. Represents the program and ONECA's commitment to professionalism

and academic integrity in all interactions with students inside and outside of the classroom. Seeks always to promote a spirit of collegiality in dealings with other program staff and external constituencies. Assists in a minimum of 25% of the planning and execution of extracurricular student activities (program Guest Speaker workshops, Graduation, evening/weekend events.)

- OTHER DUTIES AS ASSIGNED - As requested by the ONECA Executive Director.

Qualifications:

- Diploma in Human Services or related field, Bachelor in Human Services or Education preferred.
- Five (5) years experience in the management of Native programming, preferably in a post secondary or adult education environment or an equivalent combination of education and experience.
- Knowledge of curriculum and instructional methodologies as they pertain to adult learners.
- Experience managing budget and purchasing processes.
- Familiarity with child/youth programming or the ability to quickly gain knowledge necessary to be held accountable for the safety and welfare of children aged 2 - 16.
- Strong organization and time management skills, with demonstrated ability to effectively balance multiple operational priorities.
- Excellent interpersonal skills with proven success in problem solving and conflict resolution.
- Proven ability to model health and personal well-being behaviours in the areas of confidentiality, relationship development/maintenance and professional ethics.
- Demonstrated ability to understand cultural influences and issues specific to adult learners in First Nation communities.
- Excellent oral, written and interpersonal communication skills.
- Proficiency in the use of computer technology as it relates to business practices and the delivery of course content is required.
- Ability to speak a First Nation language an asset.

Conditions of Contract:

- Must be willing to reside on campus for duration of the contract.
- Must be willing to provide a criminal background check.
- Must provide proof of current vaccinations.
- Must possess a valid driver's license and proof of insurance.