



EMPLOYMENT OPPORTUNITY
Indigenous Cultural Safety (ICS) Training Coordinator
(full-time – 37.5 hours per week)
August 2017

Are you an experienced coordinator with a passion for improving services for Indigenous people living in the Champlain LHIN region? Are you comfortable in front of a group? If you are looking for a coordination role with the opportunity to develop your presentation and training skills in order to help implement a region-wide training program, *this opportunity is for you!*

The Wabano Centre for Aboriginal Health is an award-winning Health Access Centre that provides holistic primary health care to First Nation, Inuit and Métis people living in Ottawa - one of the fastest growing and diverse urban Indigenous communities in Canada. Wabano is a fast-paced, client-oriented organization that models the Indigenous values of balance, respect and community interdependence.

Wabano Centre for Aboriginal Health is proud to be accredited through the Canadian Centre for Accreditation, a third-party review based on accepted organizational practices that promote ongoing quality improvement and responsive, effective community services.

Position Description

The ICS Coordinator will work collaboratively as part of a team to provide the ICS training to health service providers in the Champlain region. Each member of the team will have different responsibilities and functions, but all will be responsible to provide training and education sessions and workshops.

The ICS Coordinator will provide support to the ICS team to promote the program, organize travel, gather statistics and complete all reporting and other administrative requirements.

Responsibilities:

- Coordinate and schedule training sessions for the ICS training team;
- Take an active role in creating promotional materials and promoting the training program to health and social services organizations across the Champlain LHIN (including outreach activities and meetings);
- Complete other general administrative tasks required;



- Provide cultural safety training sessions to various audiences;
- Be a part of the Wabano team, which includes taking part in and supporting Wabano and community events;
- Other duties as required.

Qualifications:

- A Bachelor's Degree or higher in a relevant field (Indigenous Studies, Education, etc.);
- Two years of experience providing workshops, group facilitation or other public speaking initiatives;
- Hands-on experience coordinating multiple training events in corporate settings;
- Proven ability to complete full training cycle (assess needs, plan, develop, coordinate, monitor and evaluate);
- Familiarity with training methods and e-learning platforms;
- Advanced organizational skills with the ability to handle multiple assignments;
- Strong inter-personal and relationship management skills, supported by excellent written and oral communication skills;
- Knowledge of education and training techniques, curriculum development and program evaluation methodologies;
- Knowledge of Indigenous history and communities in Ontario, cultural interference, social determinants of health, and Ontario's Indigenous health policy and direction;
- Excellent judgment, problem solving and collaboration skills;
- Ability to travel throughout the Champlain region to provide training and attend meetings when required;
- Proficiency with Microsoft Office tools, particularly Excel, Word and PowerPoint;
- Ability to work flexible hours including early mornings and evenings.

Specifications:

- Criminal reference check for working with vulnerable people required;
- Valid driver's license required;
- **Preference will be given to those of First Nations, Inuit or Métis descent (please self identify in your application).**

To pursue this opportunity, please submit a cover letter and resume by **August 18, 2017** to jobs@wabano.com.



We thank all those who apply. Only those selected for further consideration will be contacted. Wabano is committed to providing employment accommodation in accordance with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act. If contacted for an employment opportunity or interviewing, please advise if you require accommodation.