



## **EMPLOYMENT OPPORTUNITY**

### **Circle of Care Coordinator (Full-time)**

*You have an appreciation for a culture-based model of conflict resolution.*

*You are innovative with strong leadership skills, planning and administrative capacity.*

The Circle of Care is a model of collaborative practice in planning and decision-making with First Nations, Inuit and Metis families. Consider leading this model by joining our team!

Wabano is seeking positive, community-minded team members who are energized by challenge and motivated to serve our community!

The Wabano Centre for Aboriginal Health is an award-winning Health Access Centre that provides holistic health services 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 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.

### **Purpose of Position**

The Circle of Care Coordinator is responsible for the overall administration, monitoring and reporting functions related to the Circle of Care Program, which involves the alternative dispute resolution (ADR) approach. In addition this individual will be responsible for the recruitment, training and support of the Circle of Care Facilitators.

### **Some of the responsibilities of this position are:**

- Provide program planning and ensure program delivery;
- Provide client support by making appropriate referral, advocating for clients and connecting clients to resources;
- Manage client intake and participation;
- Coordinate facilitators to deliver programming, plan travel, locations, etc.;
- Communicate with family, CAS, Indigenous agency staff and other community professionals;
- Provide program evaluation, analysis and reporting;
- Review and monitor program budget and facilitate goals;
- Engage community members internally and externally in positive relationship building.

### **Qualifications we are seeking in the successful individual:**

- Post secondary completion in Social Work, Education, or other applicable program.



- 2 years of experience in project or program development and administration management;
- Experience in conflict resolution practices;
- Demonstrated positive solution provider with strong oral and written communication skills;
- Demonstrated experience working with Indigenous people and sensitivity to Indigenous culture;
- Proficiency with Microsoft Office tools, particularly Excel, Word and PowerPoint;
- Ability to work flexible hours including evenings and weekends.
- Clear criminal reference check to work with vulnerable population is required.

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

To pursue this opportunity, please submit a cover letter and resume to [jobs@wabano.com](mailto:jobs@wabano.com).  
This opportunity will remain open until filled. Tell us your story early!

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.