



## ANISHINABEK NATION

*“To give a voice to the vision of the Anishinabek Nation and to preserve Anishinaabe Bimaadziwin while advancing our goal of Nationhood.”*

### EMPLOYMENT OPPORTUNITY LEAD FACILITATOR – CIRCLE PROCESS

**LOCATION:** Anishinabek Nation Head Office, Nipissing First Nation **OR** Munsee-Delaware Nation Satellite Office **OR** Curve Lake First Nation Satellite Office **OR** Fort William First Nation Satellite Office **OR** Thunder Bay Satellite Office **OR** Garden River First Nation Satellite Office **OR** Sudbury Satellite Office

---

Full Time Position with Benefits  
(after successfully completing 3 months of employment)

**Salary Range: \$76,779 to \$87,016**

The Anishinabek Nation Social Development Department is seeking an organized individual to support Anishinabek communities with their implementation of the Anishinabek Nation Circle Process. The individual must have a passion for building capacity for Anishinabek First Nations and demonstrated experience in community development and will be responsible for the management of, building capacity and training the regional circle facilitators. This position reports to the Director of Social Development.

#### **QUALIFICATIONS:**

- Post-Secondary diploma or university degree in the Social Sciences, Child & Youth Services field or other related disciplines;
- Minimum five years' experience managing staff in a dynamic setting;
- Minimum of two years' experience in the social services field;
- Proven experience with negotiations, mediation, Indigenous Circles or other Indigenous dispute resolution processes;
- Experience with child welfare matters and a general understanding of court processes regarding child welfare matters;
- Experience in rolling up written and financial reports in accordance with various funding reporting requirements for provincial and federal ministries will be considered an asset;
- Experience in working with First Nation children, youth and families, particularly those involved within the child welfare system;
- Strong knowledge and understanding of Anishinabek culture and practices and Anishinabek First Nation Communities;
- A Vulnerable Sector Check completed within the last 12 months (or be willing to obtain one prior to employment);
- Demonstrated proficiency in Microsoft Office (Outlook, Word, Excel, PowerPoint, and relevant computer systems, programs and software) and able to learn new technologies and tools; and
- Valid Ontario driver's license and be insurable.

#### **REQUIRED SKILLS:**

- Effective communication skills;
- Strong facilitation and public speaking skills, and the ability worked within a diverse group;

- Excellent conflict management skills when addressing sensitive topics and disagreements;
- Ability to handle multiple tasks and prioritize competing demands to ensure efficient coordination;
- Ability to work independently and as a member of a team;
- Strong written and documentations skills;
- Excellent leadership and problem-solving skills;
- Exhibit professional attitudes and behavior; and
- Ability to understand and speak Anishinaabemowin or willingness to learn.

#### **RESPONSIBILITIES:**

- Manages and facilitates the Anishinabek Circle process;
- Lead the recruitment of regional facilitators, and others as required, to implement the Anishinabek Nation Circle Process to Support CYWB;
- Organize the initial and on-going training of all facilitators, and others as required, in the facilitation of the Anishinabek Nation Circle Process for CYWB;
- Oversee the coordination of the Circle Process for CYWB implementation;
- Responsible for the supervision of the regional facilitators (under the direction of the Social Development Director);
- Liaise with Anishinabek First Nation communities, particularly with leadership, elders and Band Representatives, on the implementation of the Circle Process for CYWB;
- Gather and develop resources to support the Circle Process for CYWB facilitators and others who may be directly involved in implementing the Circle Process for CYWB programming;
- Share best practices with Circle Process for CYWB support personnel and staff;
- Develop work plans and maintain master schedule of circles;
- Monthly review of Circle Process for CYWB program budgets and adjustments as required and preparation of reports and evaluations for funding;
- Respond to general program inquiries and ensure appropriate and timely follow up;
- Prepare agendas, training, workshop/meeting kits, arrange and coordinate meeting facilities as required;
- Maintain electronic and central filing system of work plans, reports, budgets, proposals, resources and information related to the areas of responsibility;
- Maintain knowledge of current social services policies and programs as it relates to the Anishinabek Nation and attend training opportunities related to current programming;
- Provide support and information to Anishinabek First Nations through written correspondence and reports as approved by Director of Social Development; and
- Other duties as assigned.

#### **APPLICATIONS MUST INCLUDE THE FOLLOWING:**

- Cover Letter;
- Resume;
- Three employment references;
- Identify whether the applicant has been previously employed by the Anishinabek Nation (formerly Union of Ontario Indians). Note that the organization will conduct a reference check with the previous employee's immediate supervisor;
- Identify whether the applicant is a member of one of the 39 Anishinabek First Nations; and
- The Anishinabek Nation welcomes and encourages applications from people with disabilities.

Accommodations are available upon request for candidates taking part in all aspects of the hiring process.

**Applications must be received no later than 4:30pm on Friday, May 3, 2024. Applications are to be submitted to:**

**Human Resources Department**

Fax: (705) 497-9135 | Email: [human.resources@anishinabek.ca](mailto:human.resources@anishinabek.ca)

For inquiries regarding this position, please contact:  
Stan Cloud, Director of Social Development  
Email: [stan.cloud@anishinabek.ca](mailto:stan.cloud@anishinabek.ca)

**Miigwech to all applicants for their interest, however, only those who qualify for an interview will be contacted.**