

We're hiring:

Nutshimit (Land-Based) Coordinator

CLOSING DATE

February 6, 2025

ON-SITE

1 Year Term (Starting January 27, 2025)

Our staff say the benefits of working here include: "The family oriented atmosphere is great. We are helping play a part in changing the lives of people who are struggling."



Overview

The Nutshimit Coordinator is responsible for planning, developing, and implementing the Nutshimit program. The coordinator oversees the delivery of the Nutshimit program that is designed to support families in reconnecting to the land and regaining their Indigenous self-identity through cultural foundational teachings.

Responsibilities

Under the general supervision of the Operations Manager and as part of the various workgroups and teams, the Nutshimit Coordinator performs the following essential services Charles J. Andrew Youth and Family Healing Centre (CJAY)

- Oversee confidential addictions support to clients while in Nutshimit (Land-Based) program
- Provide overall administrative and cultural supervision including staff scheduling, regular communication, general direction, and leadership
- Supervise or coach others in developing their knowledge and land-based skills
- In collaboration with immediate supervisor, provide performance and evaluation feedback to Nutshimit team
- Report significant events to immediate supervisor

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Responsibilities

- Lead the delivery of the CJAY's Nutshimit or Land-Based Program such as cultural teachings aligned to the seasons (i.e.: hunting, fishing, trapping, and gathering)
- Practicing, preserving, and maintaining Indigenous languages, ceremony and practices, including sweat lodge
- Support in the maintenance and upkeep of all equipment, machinery, and tools and ensure they are in proper repair and condition
- Provide appropriate feedback and evaluation for the continual improvement of the Land-Based program
- Partner to ensure inclusion of culturally specific elder supports
- Help to plan and organize extra-curricular activities that interest clients and enhance skills (such as canoeing, fishing, carpentry, plumbing, basic mechanics, painting, yard care, gardening etc.)

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Qualifications

- Degree, Certificate or Diploma in Human Services with (1) year work experience.
Or
- Grade 12 or equivalent and three (3) years direct supervisory work experience related to Indigenous cultural programming
Or
- Some combination of education, experience equivalent to above
- Eligible to obtain a class 4 license
- Knowledge of Indigenous traditions and customs including natural healing is a definite asset
- Experience in Indigenous life on the land is a definite asset
- Ability to function independently, to be flexible and to adapt to change
- High level of professionalism and able to maintain confidentiality at all times
- Ability to communicate clearly
- Able to work under pressure and in crisis situations
- Must maintain a healthy lifestyle recognizing they are viewed as a role model in the Community

Assets

- Fluency in an Indigenous language is an asset

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Benefits

- 4% vacation pay

How to Apply

- Please submit your resume to:
fallingham@cjay.org
- For more information please contact:
Felicia Allingham @ 709-497-8995 Ext 224



Employment Resume Screening

Candidate: Position applied for:	Completed by: Date:
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Qualifications
Educational
Experiential

	Included	Not Included	In progress		
1. Three references provided					
Comments:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
2. Criminal Record Check					
Comments:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
3. Vulnerable Sector Check					
Comments:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Proof of Education and Certifications					
Comments:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Copy of Driver's Abstract					
Comments:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Copy of Driver's Licence					
Comments:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Proof of Vaccination					
Comments:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

8. Proof of eligibility to work in Canada
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- Indigenous Canadian
- Canadian Citizen
- Permanent Resident
- Open Work Permit
- Student Work Permit (Eligible hours)
- Temporary Resident Permit
- Current Refugee Status

Follow up required for taxation purposes

YES

NO

9. Proceed with Interview (Screeners rationale)

Comments: