



# BARRIE AREA NATIVE ADVISORY CIRCLE

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64 Cedar Pointe Dr. Barrie, Ontario L4N 5R7  
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## Job Posting: Biinoojii Biidabin Coordinator

**Position:** Biinoojii Biidabin Coordinator

**Reporting to:** Executive Director, or designate

**Terms:** Contract position until December 2019, with possible extension

Up to forty (40) hours per week

Wage \$25.00 to \$30.00 per hour

**Hours of Work:** 9:00-5:00 Monday to Friday, with some evenings

### JOB SUMMARY

The position of Biinoojii Biidabin Coordinator is to provide a Preschool readiness experience and offer cultural context embedded at all levels of programming for Indigenous children, their families and community for BANAC. The position also includes the oversight of a large capital project. The Biinoojii Biidabin Coordinator will report directly to the Executive Director and support the delivery of services in the program, in particular to families seeking additional supports and those who have children with special needs. This includes early learning activities, parent resources and training, information and referral, and linkages to community services. The Coordinator will contribute to BANAC by fostering the spiritual, emotional, and intellectual growth of Indigenous children and their families.

### RESPONSIBILITIES

**Information and Referral:** responsible for the coordination and the provision of educational and support services for young children and parents of higher needs families through their expertise and navigation of resources.

#### **Training and Resources:**

Provides special needs and sensitivity linkages for staff training, programming and parent circles;

Provides information and supports families with links to other early years programs and services including health services, assessment services and recreation programs;

Addresses gaps in resources required to support Indigenous children with special needs;

Facilitates parent education groups and family programs;

Researches, develops and or acquires relevant program materials, manuals and tools to meet group and individual needs;

Provide culturally competent programs; and support the linguistic needs of Indigenous families;

Ensures cultural sensitivity for Indigenous families

**Outreach:**

Liaises and connects the families to understand support needs and priorities;  
Encourages and supports parent leadership and family participation through Parent Circles and Cultural Program planning;  
Establishes and maintains good communication and professional relationships with families that are family directed, value based, and culturally appropriate;  
Connects with community Elders to include in activities with staff, and Parent Circles and establishes a foundation of Elder involvement for cultural connection in the program

**PROJECT MANAGEMENT**

In this role you will be overseeing a major project and your job is to keep a watchful eye from start to finish ensuring that the project is completed on time and within budget. Each stage of the project must be clearly mapped out well in advance in order to prevent delays. You will prepare external and internal reports relating to job status and daily progress. Review projects on a daily basis to ensure quality construction standards exist and estimates remain within budget. Supervise construction project to ensure that it is completed on time. Work under deadlines in a fast-paced environment to plan and coordinate all aspects of the building process. You will keep your boss “in the loop” by giving them weekly reports on the job status, equipment, policies and upcoming procedures with all the issues that came from the work. If an issue comes up, the Biinoojii Coordinator is required to inform all parties on how this will affect timing, extra costs and how to fix/adjust that.

**JOB REQUIREMENTS**

All employees of BANAC are required to submit a Criminal Record Check inclusive of the vulnerable sector upon hire; comply with the Occupational Health and Safety Act (OHSA), its regulations and all occupational health and safety policies and procedures. Due to the requirements of this position, a Valid Ontario driver's license and use of own vehicle is required.

**QUALIFICATIONS****Education / Work Experience:**

- Completion of a diploma or degree in the field of Human Services, Social Work, Education and/or a combination of relevant experience
- Strong knowledge of Indigenous culture, language and traditions
- Experience in assessing client needs and making referrals to other services as appropriate
- Knowledge, understanding and sensitivity to the needs of Indigenous children and families
- Good knowledge of Indigenous service providers, as well as non-Indigenous community services and supports for families with children
- Proficiency in the use of computers and various database programs
- RECE is an asset

**Skills:**

- Strong presentation, training and facilitation skills
- Ability to manage confidential information and situations in a professional manner
- Proven ability to work in a collaborative staff team environment
- Ability to function effectively in a high stress high noise environment
- CPR / Standard First Aid Certificate, including infant and child

- Demonstrate sound judgment and effective communication
- Strong communication skills, both written and verbal
- Excellent resources, planning, and time management skills
- Experience with budgets and activity reporting processes
- Superior management and delegation capabilities
- Leadership skills, and project management skills
- Analytical, technical and communication abilities
- Demonstrated ability to prioritize work appropriately
- Ability to work under pressure and meet deadlines
- Attention to detail

**Personality Traits:**

Enthusiasm, flexibility, dedication, and commitment to children and families  
 Firm leader who is highly organized and action-oriented  
 Superior organizational skills  
 Customer Services skills  
 Exceptional motivator  
 Conflict resolution skills  
 Able to multi-task

**WORKING CONDITIONS**

Office hours are Monday to Friday from 9:00am to 5:00pm

Most of the time is spent sitting in front of a computer which can cause muscle strain and/or eye strain. Some light lifting of supplies and materials from time to time.

Exposure to hazards e.g., harsh weather conditions, working alone, slips trips and fall, uncontrolled substances and other. It is important that the employee be able to identify hazards, have the knowledge and training to handle any situation.

BANAC can be a busy environment. The incumbent will need excellent organizational, time and stress management skills to complete the required tasks.

**Closing Date: Monday May 28 at 12:00pm**

Please send cover letter, resume, & references to:  
 64 Cedar Pointe Drive, Unit 1405  
 Barrie, ON L4N 5R7 *or* by email to [admin@banac.on.ca](mailto:admin@banac.on.ca)

Only those selected for an interview will be contacted