



## Niijaansinaanik Child and Family Services

*Niijaansinaanik Child and Family Services is a provincially designated Child Well-Being Agency that provides Prevention and Protection, Child and Family services that reflect values, beliefs and principles rooted within the Anishinabek culture. We serve the communities of Wahnapiatae, Dokis, Henvey, Magnetawan, Shawanaga, and Wasauksing First Nations.*

### FACILITIES COORDINATOR FULL-TIME: 6 MONTH CONTRACT

The Facilities Coordinator provides support, coordination and administration assistance for the development, renovation, construction and physical management of Niijaansinaanik temporary office sites. The Facilities Coordinator will ensure that the offices sites meets the needs of the Agency. It includes jobs in the areas of procurement, security, delivery and distribution, records, telecommunications, and facilities management.

#### Qualifications

##### **Minimum Education**

- Multidisciplinary trade or any relevant combination of a Practical skilled trade with property management experience

##### **Minimum Experience**

- 3 years of experience in property management field/facilities environment or institutional construction and or building systems operator

##### **Knowledge Requirements**

- Knowledge of Niijaansinaanik Child and Family Services programs and services
- Respect for, sensitivity towards as well as knowledge and understanding of Anishnawbek culture, traditions and the Seven Grandfather Teachings
- Intermediate level knowledge of Microsoft Word, Excel, and Outlook
- Excellent customer service skills
- Attention to detail is critical
- Proactive
- Ability to respond to requests in a timely manner
- Ability to prioritize and organize workload
- This position may require overtime and travel to various office locations

##### **Other Requirements**

- Must provide a clear Police Records Check
- Must provide a Class 'G' Ontario Driver's Licence, have access to a vehicle and have the ability to travel
- Must have \$1M auto insurance liability coverage
- Must provide a three-year uncertified Driver's Abstract

##### **Work Site Location:**

- To be determined

Niijaansinaanik is committed to providing a barrier-free work environment in accordance with the Accessibility for Ontarians with Disabilities Act and the Ontario Human Rights Code. Accommodations are available upon request for candidates taking part in the recruitment process. Please submit your resume and cover letter along with three work related references to:

Bonnie Reid, Director of Human Resources  
Niijaansinaanik Child and Family Services  
940A Main Street, Dokis First Nation, ON P0M 2N1  
Email to: [careers@nijjcs.com](mailto:careers@nijjcs.com) or fax to (705) 223-7439

Application deadline is: **Thursday, October 14, 2021 at 4:00pm**

Preference will be given to applicants of Native ancestry, please self-identify.

We thank all those applicants for their interest, however, only those selected for an interview will be contacted.

For a more detailed job description, please contact

Human Resources at [careers@nijjcs.com](mailto:careers@nijjcs.com)  
or call (705)923-8400.