



## Job Opportunity

<b>Position:</b>	Support Worker Coordinator Competition #2026-06
<b>Conditions:</b>	Full-Time, Permanent
<b>Department:</b>	Support Work Program
<b>Location:</b>	865 Main Street
<b>Closing Date:</b>	Open until filled
<b>Salary Range:</b>	TBD based on qualifications

**Shawenim Abinoojii** is a non-profit service provider and Southeast First Nations-led organization. We offer comprehensive benefits, a rewarding work environment, and opportunities to challenge yourself, apply your skillset and be a part of a unique First Nations-led service model.

### **BENEFITS:**

- ✓ Competitive salary
- ✓ Personal leave days and paid sick time
- ✓ Employer-matched Pension plan
- ✓ Comprehensive health and dental benefits package
- ✓ On-site parking
- ✓ Paid professional development

### **OVERVIEW:**

Reporting to the Support Worker Program Manager, the Support Worker Coordinator will be responsible for supporting the oversight of Support and Respite Workers and to ensure the Southern Care Program homes are appropriately supported in the delivery of care.

### **KEY RESPONSIBILITIES:**

- Building and maintaining relationships with the Support Workers, House Parents, Community Resources, Southeast Child and Family Services, and community.
- Ensure support worker roles are filled and scheduled appropriately. Managing conflict within the home.
- Recruitment and facilitate orientation of Support Workers.
- Coordinate Support Worker Requests
- Deliver an efficient, community-asset based approach to providing care.
- Conduct weekly home visits to provide support and maintain awareness of homes.
- Conduct unannounced home visits at Manager request.
- Complete documentation of home visits and provide it to the Manager as requested.
- Receive complaints and concerns; respond in a timely manner (in collaboration with Manager).

- Identify and communicate to Manager the training needs of Support Workers.
- Compile & review Time Sheets for bi-weekly payroll submission to ensure Time Sheets are fully and accurately completed prior to submission.
- Assist Support Workers with proper completion of paperwork.
- Participate in meetings as requested.
- Coordinate activities and groups for Support Staff.
- Other duties as assigned.

#### QUALIFICATIONS:

- Grade 12 education and/or 3 years' experience in similar industry.
- Supervisory experience preferred, but not mandatory.
- Ability to effectively manage conflict.
- Knowledge of Community-based resources.
- Ability to communicate in Anishinaabe an asset.
- Knowledge of the Child and Family Services (CFS) sector and legislation.
- Strong interpersonal skills and ability to work in a community-based environment with a high attention to detail.
- Strong proficiency in Microsoft Office, word processing (MS Word), Spreadsheets (Excel), E-mail (Outlook) and Internet.
- Excellent oral and written communication skills.
- Demonstrate knowledge and/or understanding of First Nations perspectives, culture, and philosophies.
- Must maintain a high level of confidentiality.
- Ability to work in a fast-paced environment.
- Must be resourceful with a high attention to detail.
- Ability to prioritize tasks and effectively manage multiple priorities.
- Satisfactory child and adult abuse registry checks, criminal record check with vulnerable sector search and Prior Contact Check, required.
- Valid driver's license and a reliable vehicle with a satisfactory driver abstract, required.

Please visit our [careers page](#) to view our current opportunities and to submit your application directly:

[View jobs at Shawenim Abinoojii](#)

You are also welcome to apply to [recruitment@shawenimabinoojii.org](mailto:recruitment@shawenimabinoojii.org) to or drop your resume off at our main office located at 865 Main Street.

**WE THANK ALL WHO APPLY HOWEVER ONLY THOSE CANDIDATES SELECTED FOR AN INTERVIEW WILL BE CONTACTED. PREFERENCE WILL BE GIVEN TO INTERNAL CANDIDATES, SOUTHEAST COMMUNITY MEMBERS AND SELF-DECLARED CANDIDATES (FIRST NATIONS, INUIT, OR METIS).**