



# PAYUKOTAYNO

James and Hudson Bay Family Services

HEAD OFFICE:  
FINANCE  
48 Jaban Street, P.O Box 209  
MOOSE FACTORY, Ontario P0L 1W0  
1(705)658-4471 Fax # 1(705)658-4491

ADMINISTRATION:  
50 Bay Road, P.O Box 189  
MOOSONEE, Ontario P0L 1Y0  
1(705)336-2229 Fax # 1(705)336-2492  
1-866-615-1681

## **\*\*EMPLOYMENT OPPORTUNITY\*\***

**POSITION:** Training Liaison Worker

**CLASSIFICATION/LOCATION:** Full-time

**LOCATION:** Moosonee, ON

### **POSITION RESPONSIBILITIES:**

Under the direction of the Training and Development Coordinator, the Training Liaison Worker is responsible to assist in the coordination and facilitation of training sessions provided to Agency staff and leadership. This position also requires the incumbent to complete administrative functions and reporting of all training sessions.

### **QUALIFICATIONS:**

- Post-secondary education with a focus on adult education/learning, education or related field with experience;
- Demonstrated experience in facilitating training to diverse adult learners;
- Knowledge in prevention services, child welfare or Indigenous well-being role would be considered an asset;
- Excellent communications and organizational skills and demonstrated ability to set priorities.
- Experience in the Information Technology field and use of all MS Software; and a
- Valid driver's license is mandatory

**SALARY:** \$55,337-\$62,177

**CLOSING DATE:** Friday, April 23, 2021 at 4:30 p.m.

**SUBMIT COVER LETTER, RESUME AND THREE (3) WORK REFERENCES (WITH E-MAIL ADDRESSES)  
QUOTING COMPETITION #30-21, TO:**

Director of Human Resources  
Payukotayno: James & Hudson Bay Family Services  
P.O. Box 189 Moosonee, ON P0L 1Y0  
Fax: (705) 999-4940 Email: [hr@payukotayno.ca](mailto:hr@payukotayno.ca)

**ONLY CANDIDATES SELECTED FOR AN INTERVIEW WILL BE CONTACTED.**

**We are an equal opportunity Employer. If you require a disability related accommodation in order to participate in the recruitment process, please contact the Human Resources Department. Please note that preference may be given to qualified Cree speaking applicants in our hiring process.**

Clinical Unit  
P.O Box 189  
Moosonee, ON.

Niska Way Office  
P.O Box 209  
Moose Factory,  
ON.

Fort Albany Office  
P.O Box 123  
Fort Albany, ON.

Kashechewan Office  
P.O Box 241  
Kashechewan, ON.

Attawapiskat Office  
Gen. Del.  
Attawapiskat, ON.

Peawanuck Office  
P.O Box 64  
Peawanuck, ON.

P0L 1Y0  
Ph: #705-336-0058  
Fx: #705-336-0062

P0L 1W0  
Ph: #705-658-2701  
Fx: #705-658-2702

P0L 1H0  
Ph: #705-278-4856  
Fx: #705-278-4854

P0L 1S0  
Ph: #705-275-4535  
Fx: #705-275-1155

P0L 1A0  
Ph: #705-997-2271  
Fx: #705-997-2299

P0L 2H0  
Ph: #705-473-2663  
Fx: #705-473-2664