



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 & Development Coordinator

CLASSIFICATION/LOCATION: Full-time

LOCATION: Moosonee, ON

POSITION RESPONSIBILITIES:

Under the direction of the Director of Human Resources, the Training and Development Coordinator is responsible to deliver and/or organize all internal and external training opportunities for the Agency, identifying training needs based on a skills gap analyses, developing individual/group learning courses and managing the training budget. The Training and Development Coordinator will also provide training forecasts and quarterly statistics for budget and reporting purposes. This position also requires the incumbent to provide individual mentoring and support to new staff and to develop/deliver the Ontario Child Welfare Pathways to Authorization Training Program.

QUALIFICATIONS:

- BSW Degree and/or relevant Social Services Worker Diploma with a minimum of two (2) years direct experience working in Child Welfare;
- Strong clinical knowledge of social work theories/practices and superior knowledge/skill in the Program area;
- Strong interpersonal, communication and presentation skills;
- Mapping out training plans and schedules, developing training programs (internal/external) for Agency training and identifying appropriate training delivery methods.
- Valid driver's license is mandatory

SALARY: As per Managements Salary Grid

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 #29-21, 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

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