Paawidigong First Nations Forum Inc.
Northern Region of Treaty #3 Territory
105 King Street P.O. Box 326, Dryden, Ontario, P8N 2Z1
TEL (807) 223.5080 FAX (807) 223.5012

Fetal Alcohol Spectrum Disorder (FASD) and Child Nutrition Program (CNP) Coordinator
1 Position Available
LOCATION: Dryden, Ontario
Open until filled

The FASD & CNP Coordinator is responsible for overseeing the day-to-day operations of the Fetal Alcohol Spectrum Disorder (FASD) and Children's Nutrition Program (CNP), including all aspects of program planning, coordination, implementation, and service delivery.
The Coordinator is responsible for ensuring that programs and services are delivered effectively, efficiently, and in accordance with the highest standards of quality, professionalism, and culturally appropriate care.
Working collaboratively with our community health teams, the Coordinator provides support to our communities, families, and children through culturally responsive programming and services.
The program focuses on prevention, early identification, education, intervention, and ongoing support related to FASD and children's nutritional health.
The Coordinator will promote a holistic approach to health and wellness by integrating traditional Indigenous knowledge, cultural practices, and Western evidence-based approaches to meet the unique needs of the communities served by Paawidigong First Nations Forum Inc. (PFNF).

What We Offer:

- Competitive Salary range $60,000.00 – $65,0000
- Comprehensive Employer Paid Health Benefits
- Fifty-Fifty Cost Shared Pension plan
- Employee Assistance Program
- Professional Development
- A collaborative, culturally inclusive workplace that promotes a healthy work-life balance.

SUMMARY OF KNOWLEDGE & SKILLS:

- Background in health and/or social services and program administration/coordination or a minimum of two (2) years experience in program coordination and delivery
- Previous experience caring for or working with individuals with FASD is an asset
- Knowledge on FASD and Child Nutrition and how to research a variety of information for the development and distribution of education and awareness materials such as, but not limited to, the following: pamphlets/brochures, posters, fact sheets, display material, and other materials
- Knowledgeable of community services available for women and clients who may be concerned about alcohol use during pregnancy
- Excellent interpersonal, communication (written and verbal), organizational, planning skills, and strong presentation/facilitation skills to effectively deliver comprehensive education and awareness presentations/workshops in a creative manner
- Excellent computer skills
- Possess a valid class “G” Ontario Driver’s License with clean abstract and have access to a personal vehicle
- Successful completion of a criminal record check including a vulnerable sector check

Please forward a cover letter, and resume with 3 References to:

Please forward a cover letter, and resume with 3 References to:
Jennifer Turgeon Human Resources Administrator
Email: hradministrator@pfnf.ca
Tel: (807) 223-5080 ext. 235 Fax: (807) 223-5012
Or visit www.pfnf.ca
(Ensure your email subject clearly indicates FASD/CNP Position)

We thank all candidates for applying; however, only those selected for further consideration will be contacted.

Paawidigong First Nations Forum Inc. is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. We encourage applications from individuals of all backgrounds, including Indigenous peoples, people of color, individuals with disabilities, and members of the LGBTQ+ community. We believe that diverse perspectives strengthen our organization and enhance our ability to serve our communities effectively.