



# GARDEN RIVER FIRST NATION IS HIRING



*In the spirit of our ancestors and our Treaty, we endeavour to conduct ourselves in a manner that is consistent with the Seven Grandfather Teachings given to us by the Creator. We envision a harmonious community that is built on mutual respect that maintains a healthy balance through prosperity and well-being. Through these actions we intend to create a self-sustaining community that fulfills the emotional, physical, mental, and spiritual well-being of all members.*

**Position: Part Time KYWP Support Worker**  
**Starting Range: IN-LINE WITH GRFN PAY BANDS**  
**Location: Administration Building**  
**Report to: Governance Specialist**

## POSITION SUMMARY

The Ketegaunseebee Youth Wellness Program (KYWP) Support Worker will work within the Governance Office up to 15 hours/week and will be responsible for assisting in the delivery of the Ketegaunseebee Youth Wellness Project on human trafficking. The KYWP Support Worker will provide a range of administrative support services including organizing a series of workshops to facilitate youth awareness regarding human trafficking. The KYWP Support Worker will collaborate with the GRFN Elders Mentorship Program to engage respected Elders in the community to offer guidance and support for youth participants.

## DUTIES

- Outreach to recruit youth and elders to form a committee to develop Prevention and Awareness Initiative on Human Trafficking;
- Coordinate planning sessions to develop an effective human trafficking campaign, which will include the delivery of prevention and awareness initiatives through multiple communication/delivery channels;
- Collaborate with youth and the elders committee to deliver the Prevention and Awareness Initiative on Human Trafficking;
- Develop and administer surveys (pre and post);
- Coordinate and facilitate workshops for the youth and elders, including researching appropriate speakers and presenters;
- Assist in community engagement sessions and communications to community and band members;
- Prepare and modify documents including correspondence, funding reports, memos, Excel spreadsheets, briefing notes, PowerPoint and email;
- Assist department staff in meeting deadlines for various tasks as the project requires;
- Complete weekly filing for reports, documents, and other required information;
- Perform other related duties as may be required and assigned;

## QUALIFICATIONS

- Required Post-Secondary Diploma in Community Services or a related field with 1-year minimum related experience;
- Experience with marketing, public relations, group facilitation, communications;
- Knowledge and interest in issues affecting Indigenous people;
- Ability to use good judgement in assessing difficult situations;
- Flexibility required to keep pace with an ever-changing fast-paced environment;
- Ability to be consistent and display a positive/helpful attitude;
- Ability to work independently and collaboratively as a member of a team;
- Excellent organizational skills, time management skills and communications skills, both oral and written;
- Ability to report for work as scheduled;
- Must undergo a criminal record check prior to employment **(At Applicant Expense)**

*\*For a copy of the full job description please email [employment@gardenriver.org](mailto:employment@gardenriver.org) and one can be forwarded\**

Interested applicants can email or drop off their cover letter, detailed resume, three work related references by: **April 17<sup>th</sup>, 2023 @ 4:30PM**. Please address the envelope and/or email **"KYWP Program Support-2023-29"** and submit to:

Human Resources  
Garden River First Nation  
7 Shingwauk Street, Garden River, ON P6A 6Z8  
Email: [employment@gardenriver.org](mailto:employment@gardenriver.org)

**Date Posted: March 30<sup>th</sup>, 2023**

*The KYWP Support Worker functions within legislative requirements, regulations, policies and procedures and the Mission, Beliefs and Vision of Garden River First Nation. The KYWP Support Worker contributes to the accomplishment of the strategic priorities.*

**PREFERENCE WILL BE GIVEN TO GARDEN RIVER BAND MEMBERS. SELF-IDENTIFICATION IS ENCOURAGED.**

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

