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**Children & Youth Identification Coordinator**  
**(Balmertown, Dryden, Sioux Lookout or Thunder Bay)**  
**Full-Time Position with Benefits**

Keewaytinook Okimakanak Board of Education (KOBE) is seeking one (1) full-time Children & Youth Identification Coordinator based in Balmertown, Dryden, Sioux Lookout or Thunder Bay. This position is available immediately.

Following the *Seven Youth Inquest (2016)*, the Federal and Provincial governments, and other identified parties including Keewaytinook Okimakanak, received 145 Recommendations for implementation from the Office of the Chief Coroner. These recommendations called for Canada and Ontario to provide equitable, long-term, predictable and reliable funding to address the quality of care, services and programming accessible to all Indigenous Children and Youth, on or off-reserve.

(To Ontario) Recommendation #17: *“Work with Indigenous individuals, families, communities or organizations on identifying, and where appropriate, creating points of contact within the Ontario government to assist Indigenous communities in identifying and accessing Ontario programs, funding and services.”*

The Children & Youth Identification Coordinator will focus on working with the KO First Nations and KOBE, in assisting children & youth in attaining their Ontario identification. As children and youth transition from their local elementary school and attend secondary school off-reserve, their identification is a critical piece of information that is necessary to ensure a seamless provision of supports and services while they are away from home.

The Children & Youth Identification Coordinator (CYIC) will work under the direction of the KOBE Inquest Manager, and the KOBE Director of Education. The CYIC will assist families, KOBE programs, and KO First Nation Membership Clerks in accessing Ontario services.

**The following are the requirements for this position:**

- Bachelor Degree in Related Field or Equivalent (Education, Health, Social Work)
- Ability to work independently and as a team
- Excellent time management and multi-tasking skills
- Ability to organize priorities based on deadlines
- Be a Commissioner of Oaths, or qualified to be a Commissioner of Oaths
- Excellent documentation development and management skills
- Knowledge of First Nation education and health delivery models
- Ability to speak one of the KO dialects is an asset; Cree, Oji-Cree, Ojibwe
- Valid Class G Driver’s License and ability to travel
- Must be willing to provide a Vulnerable Persons Criminal Background Check



**Duties will include, but may not be limited to:**

The Children & Youth Identification Coordinator (CYIC) will take direction from the KOBE Inquest Manager and the KOBE Director of Education. Duties include:

- Connect with KOBE programs, KO First Nation Schools, to assess immediate needs;
- Participate in all working groups related to addressing the barriers to accessing services;
- Develop inventory of all provincial and federal applications;
- Coordinate identification clinics in the KO First Nations and for all off-reserve members;
- Track and identify any and all issues related to application fees;
- Track and identify any and all issues with any completed applications;
- Track all potential policy and/or protocols to be developed;
- Ensure timely reporting and development of materials for presentation;
- Track and record service gaps and successes to better enhance and support the initiative;
- Travel to the Keewaytinook Okimakanak communities: Deer Lake, Fort Severn, Keewaywin, McDowell Lake, North Spirit Lake and Poplar Hill First Nations;
- Other related duties as set by the Keewaytinook Okimakanak Board of Education and KOBE Management.

**Salary will be based on a combination of qualifications and experience.**

**Deadline: Open until position filled.**

**Email Resumes to: [resumes@edu.knet.ca](mailto:resumes@edu.knet.ca) and [francinemckenzie@edu.knet.ca](mailto:francinemckenzie@edu.knet.ca)**