



AGENCY TRAINER/AFTER-HOURS COORDINATOR

GENERAL DESCRIPTION

The Agency Trainer/After-hours Coordinator is responsible for delivering competency-based, culturally congruent training to Weechi-it-te-win Family Services (WFS) staff, Community Care Teams, Family Services Committee members (when requested by the FN), and other agency childcare providers (caregivers) where requested. Training will be facilitated in alignment with the values, principles, and ideologies of Weechi-it-te-win Family Services and the communities it serves.

Agency Trainer/After-hours Coordinator will work with WFS Naaniigaan to review trends, and share in new training needs, provide suggestions that can build on to the training needs of the First Nations. Provide technical support and be a part of a team that promotes progress for the best interest in child wellbeing services.

This role also oversees **after-hours coordination of WFS schedules and worker training**, ensuring Supervisors, frontline staff, and First Nations Community Care Protection Teams are prepared to respond effectively to after-hours service needs.

RESPONSIBILITIES

The Agency Trainer/After-hours Coordinator reports to the Manager of Naaniigaan Abinoojii.

QUALIFICATIONS

1. Experience in staff training, adult education, or child welfare services.
2. Knowledge and ability to learn Penlieu/ Frontline, SOR-L and new models as needed.
3. Strong understanding of Aboriginal child welfare issues, historical trauma, and cultural competence.
4. Ability to coordinate schedules and manage after-hours service delivery for WFS.
5. Excellent communication, facilitation, and organizational skills.
6. Knowledge of relevant regulations and ability to adapt training materials accordingly.

COMPETENCIES

1. **Cultural Awareness:** Deep respect for and integration of First Nations values and traditions.
2. **Leadership:** Ability to oversee after-hours operations and guide staff effectively.
3. **Adaptability:** Skilled at modifying curriculum and training approaches to meet evolving needs.
4. **Collaboration:** Works closely with WFS staff and the First Nation community care teams.
5. **Accountability:** Ensures compliance with regulations and maintains accurate training documentation and reporting.

WORK ENVIRONMENT

1. Based within Weechi-it-te-win Family Services.
2. Requires flexibility to provide training both at main office and at the First Nation Community Care sites.
3. Active engagement with First Nations communities and care teams and WFS staff and agency children and youth annual events.

SALARY

\$74, 920.22 -\$97, 753.90



DISCLAIMER

This document describes the position currently available and is only a summary of the typical functions of the job. It is not an exhaustive list of the duties, responsibilities, working conditions or skills required for this position. Weechi-it-te-win Family Services reserves the right to modify job duties or the job descriptions at any time.

THREE STEP HIRING PROCESS

Step 1 (Internal)- An employee interested in requesting to be considered for a lateral transfer or promotion must submit a request in writing, fax, and/or electronically to their immediate supervisor and copied to the Human Resource Officer prior to the deadline. Requests received beyond the deadline will not be considered.

Step 2 (Members of 9 First Nation Partners)- Please indicate on cover letter which community you are a member of.

Step 3- Open to the public

Application must include:

- ✓ **Cover Letter** – sign and dated
- ✓ **Resume**
- ✓ **Three references** (one must be employment related) along **with written permission** to contact references.
- ✓ Indicate if you are a member of one of our nine affiliated First Nation partner communities.

• **Applications submitted without** all above required documentation **will not be considered**

• Only those selected for an interview will be contacted

• Complete job descriptions available upon request

Submit Applications to:

Jackie DeBenedet

P.O. Box 812, Fort Frances, ON P9A 3N1

Phone number: (807) 274-3201 ext. 4065

Fax number: (807) 274-8435

careers@weechi.ca

DEADLINE TO SUBMIT APPLICATION

Step 1(Internal) and **Step 2**(First Nation Partner Communities): February 19, 2026 -12:00 p.m.

Step 3 (General Public): Open until filled. We will begin to take applications from the public on February 19, 2026 and if positions are not already filled in Step 1 or 2, we will begin reviewing Step 3 applications and scheduling interviews after February 26, 2026.