

## **Rehabilitation Assistant Program Coordinator – Internal Posting (2 Positions)**

*Term Position: Ending December 30, 2021*

### **Authority**

The Rehabilitation Assistant Program Coordinator reports directly to the Training Institute Program Manager.

### **Purpose**

The Rehabilitation Assistant Program (RAP) Coordinator is a term position who oversees and manages and coordinates the MFNERC RAP as outlined in the RAP proposal as funded by the First Nations Inuit Health Branch under the direction of the Training Institute Manager.

The RAP Coordinator will devise a recruitment strategy for the program, recruitment strategy for instructors for the pre-requisite portion and Rehabilitation course portions and provide a schedule for the overall program. The coordinator will oversee the logistics of the program aspects required to ensure the successful completion of the program. The RAP coordinator will liaise with First Nations community trainees, MFNERC and the accrediting institution representatives.

### **Specific Responsibilities**

- Provide reports as required for the FNIHB funding;
- Facilitate advisory committee meetings and any course development/ curriculum meetings required for the Rehabilitation portion;
- Serve as counsellor and provides necessary referrals for additional supports for the trainees in the MFNERC Training Institute programs;
- Collects data and course surveys necessary to make improvements and accommodations for the training initiative programs;
- Ensures that all parties fully understand and carry out the terms outlined the agreements, i.e. proposal, accrediting institution agreement;
- Conduct research on existing training programs and institutions to assist in determining the best practices for the delivery of the Rehabilitation Assistant courses;
- Develop a recruitment strategy and recruit participants for the program;
- Develop an orientation of the program for the trainees, including a selection process;
- Selection process of qualified students, and registration;
- Recruit qualified instructors per course;
- Develop and provide a program schedule;
- Arrange and coordinate of onsite training sessions in the selected regional sites, as per schedule;
- Liaise with students off site and provide support services at training site;

- Liaise with selected instructors for the coordination of the courses;
- Order texts and supplies for each course and make available to the trainees and instructors;
- Liaise with instructors;
- Liaise with Manager of Training Institute;
- Provide record student progress (including attendance) in the courses;
- Liaise with communities regarding student's progress;
- Revise duties as required and informed by the Training Institute Manager for the successful implementation and completion of the program.

## Qualifications

### Education & Experience

- Undergraduate degree or combination of relevant education and work experience;
- Should have a valid driver's license and access to a vehicle;
- Computer and IT skills;
- Knowledge of First Nations perspectives;
- Excellent personal relationship skills;
- Ability to work in a team setting and individually;
- Willingness to relocate;
- Excellent oral and written communication skills;
- Strong time management and organizational skills and the ability to work under pressure;
- Ability to handle and prioritize multiple tasks and meet all deadlines;
- Professional behaviors that personify strong work ethics;
- Ability to work independently and cooperatively in an interdisciplinary team of professionals;
- Ability to speak a First Nations Languages would be an asset;
- Excellent interpersonal and cross-cultural skills to work in a First Nations environment;
- Ability to travel to First Nation communities within Manitoba.

Interested applicants are invited to submit their resume and cover letter (please state position title applying for), along with (3) professional reference listings (including a most recent employer reference) by 4:00 p.m. **Tuesday, September 10, 2019** to:

**Human Resources**  
**Manitoba First Nations Education Resource Centre Inc.**  
**2-1100 Waverley Street, Winnipeg, Manitoba R3T 3X9**  
**Email: [hr@mfnerc.com](mailto:hr@mfnerc.com) | Fax: 204.942.2490**

We thank all who apply, however, only those selected for an interview will be contacted. Preference will be given to Indigenous people and applicants are asked to self-declare in their resume or cover letter. Incomplete applications will not be considered. No phone calls will be accepted. Successful candidates must provide satisfactory criminal and child abuse registry checks.

**Please visit our website at [www.mfnerc.com](http://www.mfnerc.com)**