



## EMPLOYMENT OPPORTUNITY

### Program Coordinator

SMPFTC requires a **Term Program Coordinator**. The Program Coordinator is responsible for development of a withdrawal management unit to enhance Sagkeeng MP Family Treatment Centres 7 week program and Out-patient Treatment Program. The Program Coordinator works intricately with the Centre's Management team to ensure appropriate outcomes. The Program Coordinator must perform all duties related to his/her job description, and perform duties as requested by the Executive Director.

The successful applicant will have the following:

- Graduation from a recognized college or university with a degree or equivalent in Program Development, Project Management, Business Management or similar fields, or any combination of training, experience and education which provides required knowledge, skills and ability to perform the duties of the position;
- 3 to 5 years of experience in Program/Project Development, or Program/Project Management;
- Experience in developing policies and procedures;
- Analyze and interpret complex planning information;
- Experience leading or working in complex teams to complete projects;
- Excellent knowledge in the field of addictions treatment;
- Strong writing and editing skills, with a high level attention to details;
- Excellent computer, web and software skills on PC platforms;
- Must be able to organize and present information in a clear and concise manner;
- A demonstrated positive role model for staff, clients and the communities at large.
- Understanding and knowledge of Traditional methods of healing and related practices is considered an asset.
- To have a First Nations language would be considered a viable asset.

#### **General Requirements:**

- Must be able to demonstrate how you lead a positive & healthy lifestyle (ie. references and cover letter).
- Must have valid MB Class V Driver's License and a reliable vehicle
- Must provide updated Criminal Record & Child Abuse Registry.
- Must adhere to SMPFTC policies and procedures, Oath of Confidentiality and Code of Conduct and all other applicable ethics the Centre adheres to.

**Please send a cover letter, current resume with three professional references to attention of:**

**Human Resource Administrator  
Sagkeeng Mino Pimatziwin Family Treatment Centre  
Box 84 Fort Alexander, MB  
R0E 0P0**

**Fax: 1.204.367.2324**

Email: [hr@familytreatment.ca](mailto:hr@familytreatment.ca)

**The deadline for submissions is April 23, 2109**

**Please note that only selected individuals will be contacted for an interview.**