



Date of Posting    April 10, 2025    Date of Closing    Open until filled

**Position Description:** Under the supervision and direction of the Operations Manager and in accordance with the Centre's philosophy, goals, standard practices, the Employment/Education Coordinator functions as a member of the Eagle Woman's Lodge team in facilitating both internal and external work experience, employment, educational and volunteer opportunities for residents. The incumbent is also responsible for recruiting and maintaining an inventory of potential volunteer, work experience and employment placement agencies/companies. The EEC is also responsible for developing and facilitating a wide range of employment readiness workshops geared to the specific needs of our Residents.

- A degree in Social Services/Criminal Justice with at least 2 years' experience and/or equivalent combination of education and work experience in a related area will be considered.
- Must have previous experience in providing employment/educational services and programing, resume preparation, interviewing techniques, and interviewing skills. IWHC reserves the right to consider any combination of work and life experience deemed acceptable.
- Must have experience in program development and facilitation.
- Previous teaching experience a definite asset.
- Knowledge of Indigenous issues and culturally relevant approaches and practices are essential.
- Knowledge of risk assessment and risk management practices.
- Knowledge of data entry and retrieval techniques and various automated systems and software, such as windows, word, excel.
- Excellent organizational and time management skills.
- Excellent communication skills, both verbal and written.
- Demonstrated ability to work as part of a service team.
- Must have a certificate in CPR/First Aid or must obtain certification within Probation period.
- Must undergo a criminal records and child abuse registry check and upon employment must obtain security clearance through Corrections Canada.
- Ability to speak an Indigenous language is a definite asset.

Eagle Women's Lodge  
667 Ellice Avenue  
Winnipeg, MB R3G 0A8



# *Indigenous Women's Healing Centre*

NORTH STAR LODGE | MEMENGWAA PLACE | EAGLE WOMEN'S LODGE

- Must have the ability to understand the dynamics of offender behavior and assess their needs and risks.
- The skills to counsel residents/offenders, form effective relationships and gain trust.
- The skills to understand the use of authority in supervision and to intervene effectively in crisis situations.
- Must have the ability to assist offenders in identifying and solving the practical problems involved in their successful reintegration into the community.
- Must be able to handle stressful situations in an effective, deescalating manner.
- The ability to assist in identifying and solving the practical problems involved in successful reintegration into the community.
- The ability to assist in identifying and obtaining community services required for their successful reintegration.
- The ability to demonstrate cultural competence and respect for diversity.
- A Class 5 Manitoba Driver's license with vehicle suitable for work.

Shift/shifts Required: Days (may be some evenings)

Wage Range: \$25.14 - \$27.21

Posted By: Manager of Human Resources

Submit resume/letter of interest to: Manager of Human Resources by 3:00 P.M. on date of closing.

P (204) 989-8240  
TF | (888) 881-0710  
F (204) 586-1101

North Star Lodge  
105 Aikins Street  
Winnipeg, MB R2W 4E6

Memengwaa Place  
116 Robinson Street  
Winnipeg, MB R2W 5N4

Eagle Women's Lodge  
667 Ellice Avenue  
Winnipeg, MB R3G 0A8