

September 17, 2021

Attn: Hiring Committee

Nan Legal Services
Kenora, Ontario
P9N 3X4

Re: program Coordinator – Maanaji'win project #JP0037-2021

ATTN: Hiring Committee

I am pleased to submit my resume for the Victim's witness program coordinator position within your organization.

I am Anishinaabe woman from Wabaseemoong First Nation, I do not speak fluently but I do understand the language. I have worked in the field of mental health in different aspects.

I have worked with the Nechee Friendship Center as a Family Violence Worker. I have worked alongside with the Kenora Women's Shelter, Kenora Women's Place, Victims Witness Program, ONWA, Treaty 3 Police Services and Ontario Provincial Police Service-Kenora Dept. I have worked with them for over 6 years and have created a good standing with all organizations.

I have had training through the George Brown College under the Aboriginal Community Development under the Trauma and History of the Anishinaabe People.

I have the ability and experience to peer counsel individuals who are going through hardships. I am very vocal and dedicated when issues are needed to be advocated for. I do have experience in management and liaison services.

I had the chance to work for the Kenora Chiefs Advisory as representative for the Northern Communities as a Northern Regional Coordinator for the Long-Term Care program. Where I had overseen 9 First Nations supporting the Long-Term Care Community Coordinators, I advocated, navigated clients through the health care system and connected them to other resources services. In my position I had conducted Intake and Assessments for all clients to ensure they received the proper services to suit their needs. Other services I had conducted were Crisis Management, Plan of Actions, successful Proposal Writing, advertisement of programs, relationship building, trust within the coordinators, networking and partnership building, also a Committee member for palliative care, supporting with the All-Nation Hospital and All-Nation Elders Home, government reporting for funding for First Nations, employee training and human resources.

I have helped in devising safety plans and methods to identify safe and health procedures. I pride myself in providing concise attention to detail when providing a

service. I am good team player also experience and skill set would be beneficial to your organization. I do have my own vehicle and valid driver licence

I have available at any time to discuss my skills, experience and knowledge would make me a good candidate for this position. I can be reached by Email: cameron_catherine@hotmail.com or cell: 807-927-2158. Thank you for your time.

Sincerely,
Catherine Cameron

Catherine Cameron

605 Cameron Drive. Wabaseemoong First Nation Phone: 807-464-2688/ 927-2158
Email: cameron_catherine@hotmail.com

Personal Summary

A reliable, capable and enthusiastic administrator who is able to take on the management and coordinating duties of any leadership role. Possessing intensive experience of supporting. Developing and motivate teams to do better and to drive continues improvements across a range of work activities which enhance a company's overall effectiveness and harness this latent potential of it workers. Currently looking to join a suitable organization that rewards hard work and offers good opportunities for a career development

Areas of Expertise:

Leadership Skills Forward Planning Communication Skills
Time Management Customer Services Cost Control,
Customer Services Word Processing & Typing Computer Operations
Filing & Data Entry Office Equipment Operations Telephone Reception
Problem Solving Understanding the Ojibway Culture, Language

Key Skills:

Having a responsible attitude, remaining clam under pressure and processing superb decision-making skills, promoting good work practices, Ability to build s positive report with staff, assigning task to staff clearly explaining how those duties are to be done, carrying out risk assessments, setting goals and objective for individuals and teams, highly trustworthy, discreet, committed to superior customer service. Highly resourceful in completing projects, ability to Multi-tasking capacity.

Experience Highlights

Management and Supervision:

- Proposal Writing
- Networking and partnership Building
- Committee member for Palliative Care
- Reporting for government funding
- Client relations and provided exemplary service to all clients.
- Trained and supervised Full time/ Part-time staff
- Delegating work duties to individual staff members
- Identifying and evaluating employee training requirement
- Acting in the absence of the management team when necessary
- Monitoring key performance indicators for success
- Writing reports for senior management and delivering presentations as require

- Motivating People and Planning events
- Problem Solving and Decision-Making Creating and keeping deadlines.
- Goal setting and meeting goals. Making schedules

Coordination:

- In collaboration with patients and their families, assess care needs, determine eligibility for services, and develop individual care and service plans
- Link patients with service providers
- Coordinate and monitor care plan delivery
- Establish a helping relationship with patients and their families
- Balance patient needs and choices with available resources, ensuring patients' values and preferences are respected

Communication:

- Excellent written and verbal communication skills.
- Empathic listener and persuasive speaker.
- Experienced in public speaking in groups, presentation and negotiation skills.
- Using all forms of communications including, observing for improvements, visual presentations, emails, and verbal

Customer Service and Reception:

- Helping and coordinating clients efficiently, in a friendly manner. While maintaining self-composure and work efficiently in a fast pace environment while preserving strict confidentiality.
- Ability to provide advocate for clients and do your best to ensure they are satisfied.
- Having a good rapport with parallel service agencies which can set an organization apart from the others of its kind.
- Having Patience, Attentiveness Clear Communication, positive Language when dealing with avocation for the clients.
- Orchestrated various special events and reservations.

Administrative Support:

- Administrative support experienced working in a fast-pace environment demanding strong organizational,
- Performed administrative support and secretarial functions for various Organizations. Coordinated and managed multiple priorities and projects
- Provided discreet and secretarial support for highly confidential treatment center, schedule appointments and maintained accurate up to date client files.
- Assisted with general finances, telephone support, resolved billing problems

- Performing general clerical duties to include but not limited to: photocopying, faxing, mail distribution and filing. Coordinates and maintains records for staff office space, phones, company credit cards and office keys.
- Creates and modifies various documents using Microsoft Office, Power Point, excel.

Employment History

- Long Term Care Manager– Kenora Chiefs Advisory, Kenora, On
- Life Long Care Coordinator, Enhanced Awe’go Coordinator, Aboriginal Healing and Wellness Coordinator – Nechee Friendship Centre, Kenora, On
- Dietary Cook/Dietary Aide- Birchwood Terrace Nursing Home, Kenora, On
- Executive Assistant/Education Assistant-Bimose Tribal Council Inc. Kenora, On
- Policing& Justice Policy Analyst Assistant /Social Policy Analyst Assistant/Economic Development Policy Analyst Assistant /Office Manager – Grand Council Treaty #3, Kenora, On
- Program Secretary-Aboriginal Child & Family Services-Kenora, On
- Intake Worker-Migisi Drug & Alcohol Treatment Centre -Kenora, On
- Secretary/ Receptionist-Ojibway Tribal Family Services-Kenora, On

Education & Training

- Mental health first aide – Northwestern Health Unit 2019
- Management and Leadership certificate – Achieve 2019
- Aboriginal Community Development Course Certificate – George Brown College-2016
- Mental Health First Aide Certificate - Northwestern Health Unit 2016/2018
- Food Handlers Certificate-Northwestern Health Unit (2009)
- First Aide & CPR Certificate – Northwestern Health Unit (2016/2018/2020)
- Healthy Babies and Healthy Children-Lay Home Worker Certificate-Northwestern Health Unit (2008)
- Work Experience Program-Confederation College, Futures (1993)
- Diploma-Lakefield Secondary School (1990)

References: Available upon request

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| 1) Donna Mior – Nurse | 468-2847 |
| 2) Jocelyn Goretzki- Director of Health | 467-8144 |
| 3) Amanda Fobister- | 407-1777 |