

Wesway is a local non-profit organization located in Thunder Bay, Ontario that provides personalized respite services for families caring for a family member with a disability or chronic health condition. Rooted in equity, diversity, and inclusion, we strive to offer accessible, culturally responsive support and a welcoming workplace where all employees feel valued. We provide a competitive salary and benefits package, along with a dynamic, team-oriented environment.

Direct Funding Coordinator, #2026-NU-13 (Open Until Filled)
Two Permanent Full Time Positions Available, 35 hours per week
Salary: \$56,336 - \$62,595 per annum

These are two new positions.

Under the direction of the Manager of Services, the Direct Funding Coordinator provides assistance to families in the utilization of Wesway's Family Directed Respite Funding services. The primary focus of the position involves meeting with families to establish respite funding agreements, guiding them in the effective use of their funding, and providing information, resources, and support related to finding and managing direct respite providers. The Direct Funding Coordinator processes family invoices, monitors service allocations, and ensures funding is administered accurately and efficiently. In addition, they ensure that services and practices are delivered in accordance with agency policies as well as applicable legislation. This position involves some travel throughout Northern Ontario, including travel to remote communities.

Qualifications:

- College diploma or University degree in Human Services or related education from a recognized academic institution, **and** two years related experience (or an equivalent combination of education and experience)
- Demonstrated experience providing support services to individuals and families
- Experience working in an organization providing services to people with developmental, physical disabilities and/or ongoing health conditions is an asset
- Demonstrated understanding of issues related to recruitment of independent contractors is an asset
- Able to function both independently and in a team environment
- Demonstrated interpersonal and communication skills, including public speaking
- Strong time-management, administrative and organizational skills with a focus on attention to detail
- Knowledge of First Nation culture, language and community life
- Experience working in First Nation communities an asset
- Able to speak Ojibway, OjiCree, Cree and/or Algonquin considered an asset
- Required to occasionally travel throughout Thunder Bay and Northern Ontario, including remote and isolated communities, often in small aircrafts
- Able to occasionally work flexible hours (evenings, weekends and/or overnights) as required
- Strong computer skills with demonstrated experience in web-based applications, database systems and Microsoft Office
- Must work in compliance with the provisions of the Ontario *Occupational Health and Safety Act* and the Regulations pursuant to it

- Valid driver's license and access to a reliable vehicle is required

Please visit www.wesway.com for more information about this job opportunity.

Interested individuals are invited to submit a resume and cover letter quoting competition number **#2026-NU-13** to recruitment@wesway.com.

In accordance with Accessibility for Ontarians with a Disabilities Act, Wesway provides accommodation upon request. If you have a disability that requires accommodation, please let us know.

*We thank you for your interest in Wesway.
Only those individuals selected for an interview will be contacted.*