



NGWAAGAN GAMIG RECOVERY CENTRE INC.

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WEBSITE: www.ngwaagan.ca

P.O. Box 81, 56 Pitawanakwat Street, Wikwemikong, Ontario, POP 2J0

EMPLOYMENT OPPORTUNITY

POSITION TITLE: Partner Assault Response (PAR) Coordinator
DEPARTMENT: Community-Base
TERM: Full-Time Contract
CLOSING DATE: February 13, 2026, at 4 pm
EFFECTIVE DATE: Immediately

GENERAL DESCRIPTION:

Ngwaagan Gamig Recovery Centre Inc. (NGRC Inc.) is an accredited organization that is growing and expanding and has an opening for a Partner Assault Response (PAR) Coordinator. The PAR Coordinator is a member of the interdisciplinary team and is responsible for performing duties, activities, and assignments within the vision and mission of NGRC Inc.

Our beautiful recovery centre is located on the Unceded Territory of Wikwemikong on Manitoulin Island and is dedicated to the delivery of culturally based addictions treatment and prevention services.

Usual work hours will be day shift, Monday to Friday, although some extended hours may be required.

RESPONSIBILITIES:

- Provide registered clients with the PAR Program contents on a weekly basis
- Receive referrals, screen, and conduct intake sessions
- PAR client file management
- Conduct community education sessions
- Work within a team-oriented approach in the delivery of services to clients, family members, and community
- Respond to telephone and in-person inquiries related to services and treatment program
- Data input and case documentation
- Facilitate educational and group sessions related to the role and the team
- Prepare written reports and appropriate case documentation
- Participate in case conference reviews and team meetings, as required

EDUCATION AND EXPERIENCE:

- Post-Secondary Education in Human Services, Addictions or related field and a minimum of two (2) years related experience in the field of Addictions and knowledge or training on the dynamics of intimate partner violence
- Knowledge of the dynamics of intimate partner violence and family violence
- Must demonstrate qualities of a positive role model for the Anishinaabe community and adhere to the Code of Ethics
- Knowledge of Anishinaabe culture, language, and issues is an asset
- Knowledge of the services and programs within Ngwaagan Gamig Recovery Centre Inc.
- Must demonstrate good interpersonal skills
- Must possess excellent written and verbal communications skills
- Ability to document client interactions appropriately
- Experience in the maintenance of confidential information
- Valid Class G Driver's License
- Must submit a current Driver's Abstract and a criminal reference check with a vulnerable sector screen (CPIC-VSC)

ORGANIZATIONAL BENEFITS:

- Extended Health Care Coverage
- Pension Plan
- Professional Development Opportunities
- Employee Family Assistance Program
- Collaborative and Dynamic Work Environment
- 45 Minutes Paid Lunch Break

OPPORTUNITY TO SERVE THE COMMUNITY BY HELPING OTHERS

HOW TO APPLY:

Please submit a resume, cover letter and three (3) recent references by email to the attention of:

Alfreda Trudeau, Assistant Director
Email: atrudeau@ngwaagangamig.ca

Include in Subject line: **PAR Coordinator**

** Only those selected for an interview will be contacted.**

1st Post: January 30, 2026