

**Proposal Writer**  
**Nunavut Social Development Council**

**Job Definition Worksheet**

<b>JOB DEFINITION WORKSHEET</b>			
NAME: Monica		POSITION: Proposal Writer	
SHEET #: 1			
<b>RESPONSIBILITY: Produce a complete list of potential clients and key contacts</b>			
TASK	STANDARDS	EXPECTATIONS	POWER TO ACT
Develop an inventory of residential school survivors in Nunavut	Ensure all survivors are on the list		
	Keep this list updated		
Establish contact, at the community level, with all residential school survivors in Nunavut	Establish a key contact in each community to: <ul style="list-style-type: none"> <li>▪ Ensure other survivors are aware of proposal development workshop</li> <li>▪ Enlist their help to develop proposals</li> </ul>		
Develop a list of communities most affected and the population/age of individuals in the communities	Analyze information to better assist with programs		

<b>JOB DEFINITION WORKSHEET</b>			
<b>NAME: Monica</b>		<b>POSITION: Proposal Writer</b>	
<b>SHEET #: 2</b>			
<b>RESPONSIBILITY: Produce proposals to secure Aboriginal Healing Foundation funding for Nunavut Communities and Individuals</b>			
<b>TASK</b>	<b>STANDARDS</b>	<b>EXPECTATIONS</b>	<b>POWER TO ACT</b>
Develop and draft a minimum of one proposal per region	In accordance with AHF funding guidelines		
	Work in cooperation with Community Support Coordinator		
	Attend AHF information sessions		
Deliver Proposal Development Workshops	Respond to requests within two weeks		
	Develop a workshop plan for the year		
	Track and adhere to budget		
	Work with Community Support Coordinator		
	Assist with delivery, interpretation, facilitation and discussions		
Assist communities to write proposals	Each proposal shall address fully, individual community requirements		
	Assist in being specific and realistic		

**JOB DEFINITION WORKSHEET**

**NAME:** Monica

**POSITION:** Proposal Writer

**SHEET #:** 3

**RESPONSIBILITY:** Produce proposals to secure Aboriginal Healing Foundation funding for Nunavut Communities and Individuals (Continued)

TASK	STANDARDS	EXPECTATIONS	POWER TO ACT
NSDC will ensure that the proposal writer's interaction with the three Nunavut regions will contribute to capacity in four areas	<ol style="list-style-type: none"> <li>1. Informing AHF on the status of Inuit in Nunavut</li> <li>2. Proposal design&amp; development</li> <li>3. Applying for funding</li> <li>4. Networking</li> </ol>		

<b>JOB DEFINITION WORKSHEET</b> <b>NAME: Monica</b> <b>POSITION: Proposal Writer</b> <b>SHEET #: 4</b>			
<b>RESPONSIBILITY: Follow up on and support existing programs and identify new program opportunities</b>			
<b>TASK</b>	<b>STANDARDS</b>	<b>EXPECTATIONS</b>	<b>POWER TO ACT</b>
Conduct follow-up	Determine if funding is meeting the needs		
	Determine if there are any additional needs		
	Develop quarterly reports for NSDC with a copy to AHF on how well programs are working		
Develop and maintain a library of Residential School related materials	Culturally relevant		
	Pertain to physical, sexual, emotional abuse		
	Inter-generational – how it affects children and grandchildren		
	Description of all possible routes to address their situation and how they plan to do something about it e.g. healing, legal litigation, etc.		
	Develop a history of events and impacts of the native assimilation policies (Indian & Inuit) that led up to creating environments where abuse could take place		
	Genocidal impact and Human Rights		

<b>JOB DEFINITION WORKSHEET</b> <b>NAME: Monica</b> <b>POSITION: Proposal Writer</b> <b>SHEET #: 5</b>			
<b>RESPONSIBILITY: Follow up on and support existing programs and identify new program opportunities (Continued)</b>			
<b>TASK</b>	<b>STANDARDS</b>	<b>EXPECTATIONS</b>	<b>POWER TO ACT</b>
Identify opportunities to expand this job	Identify other funding sources and programs with potential		
Explore developing new Inuit Healing materials and approaches	Work with Arctic College to identify appropriate healing programs that could be delivered by the College		
	Work with Arctic College to deliver courses that attract those people interested in working in the Healing Areas for residential school survivors		
	Must address: <ul style="list-style-type: none"> <li>▪ Parenting skills</li> <li>▪ Anger management</li> <li>▪ Suicide prevention</li> <li>▪ Grief for loss of cultural background and experience</li> <li>▪ Grief for loss of parental guidance and nurturing and love</li> <li>▪ Identity crisis</li> </ul>		
	Invite survivors to informal focus groups to discuss about and validate issues they are facing		
	Develop a list of professionals who are interested in working in this area		

<b>JOB DEFINITION WORKSHEET</b>			
<b>NAME:</b> Monica		<b>POSITION:</b> Proposal Writer	
<b>SHEET #: 6</b>			
<b>RESPONSIBILITY: Follow up on and support existing programs and identify new program opportunities (Continued)</b>			
<b>TASK</b>	<b>STANDARDS</b>	<b>EXPECTATIONS</b>	<b>POWER TO ACT</b>
Explore train the trainer opportunities	Actually lead healing circles and other exercises to show how they are done		
	Work with the College to expand this initiative		
Work with Communications Manager to develop a public awareness approach and materials	Developed and delivered by 01 09 30		
	Audit people to determine the effectiveness of awareness programs		
	Establish a 1 888 Hot Line		
Develop a self-care plan to assist in reducing the stress and pressures of working in this job	Support systems (formalized) and care for the care giver		
	Take special leave when needed		
	Be able to describe and identify the early warning signs that you need to take time out		
	Partner with another NSDC team member to receive their input on the status of your stress and pressure levels		
	Prepare a personal development plan		

*NSDC Performance Management Program*