



SHEGUIANDAH FIRST NATION JOB POSTING

POSITION	Healthy Lifestyles Coordinator
LOCATION	Maamawe Abziis Widaa Gamig – Sheguiandah First Nation Health Centre
ACCOUNTABILITY	Health Manager/Director of Operation
EMPLOYMENT STATUS	Full-Time (35 hours/week)
HOURS OF WORK	Regular Office Hours (8:30-4:30pm) Some weekends and flexible after-hours may be required
PREFERENCES	Person of Indigenous descent/Sheguiandah First Nation Band Member
TENTATIVE START DATE	ASAP

Job Purpose

The Healthy Lifestyles Coordinator will be responsible for providing relevant and confidential addictions counselling, education and support for Sheguiandah First Nation members. The position will be based out of the Sheguiandah First Nation Health Centre. All efforts will encompass various efforts and activities in promoting alternatives relating to healthy lifestyles and choices; Prevention, Education, Intervention and After-care will be the focus. Other objectives of this position involve referrals to treatment professionals and centres, healthy living choices: traditional/cultural healing approaches, counselling and community support at the grassroots level.

Position Summary

The Healthy Lifestyles Coordinator will provide support to the Sheguiandah First Nation members. He/She is expected to establish a working relationship with various Healthy Lifestyles (NNADAP) Programs associated with Health Canada as well as other local First Nations. The Coordinator reports directly to the Health Team Lead/CHR and will work in collaboration with the Community Support Worker and the Band Representative as required as well as staff from affiliate organizations, Mnaamodzawin Health Services Inc. and Noojmowin Teg Health Centre.

Essential Functions:

- Deliver the Healthy Lifestyles (NNAOAP) program in the spirit and philosophy of the Sheguiandah First Nation reaching the targeted population -youth/adults, etc.;
- Build capacity and a trusting relationship between care providers and the community and build momentum and respect between Traditional providers in order to deliver an improved Traditional program to the community;
- Provide community education and support through program delivery, promotional materials and workshops geared towards health and well-being, with a focus on living a healthy, substance-free lifestyle;
- Deliver the Healthy Lifestyles (NNADAP) program through holistic approaches through client-centred services and culture-based programming, assist in developing individual and family wellness plans, deliver workshops or sharing circles, and outreach services, provide referrals and advocacy, community networking and other relevant forums;
- Maintain client files including preparation of intake forms, documentation, wellness plans and case noting;
- Track budget and report surplus and/or deficiencies to Supervisor, on a monthly basis. Perform administrative duties such as purchase orders, expense submissions and program reports;
- Maintain confidentiality and adhere to privacy legislation;
- Coordinate and collaborate for additional health and wellness services with external organizations on behalf of the client as needed;
- Be available and flexible for meetings or travel outside of Sheguiandah First Nation regular working hours as required;
- Fulfill all other responsibilities as determined by the Health Team Lead/CHR and Family Well Being Supervisor.



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Qualifications

- Certificate or Diploma in a related field (Native Community Counselling Care and Development, Human Services, Criminal Justice, Social Services, Child and Youth Worker or Education). Previous work experience in a First Nation setting is considered an asset;
- Certified Indigenous Wellness and Addictions Worker;
- Indigenous Addictions Specialist I and II
- Experience working with addictions, treatment or community-based NNADAP programs;
- Experience working with Indigenous clients in a counselling setting;
- Knowledge and experience with Traditional healing protocols and approaches;
- Experience in facilitating workshops, activities and events;
- Present as a POSITIVE role model and holds excellent professional values and ethics (confidentiality, respect and sensitivity);
- Proficiency with computer programs (Outlook, Excel, Word and PowerPoint)
- Must hold a valid Ontario driver's license and be insurable under Sheguiandah First Nation policies;
- Current CPR/First Aid Certification.

Other Requirements

- Knowledge of the Sheguiandah First Nation organization and programs;
- Knowledge of treatment facilities and programs;
- Mediation, negotiation and conflict resolution skills;
- Knowledge of the causes and effects of drugs and alcohol addictions, as well as the impact of trauma, on individuals, families and the community as a whole;
- ASIST/Safetalk training is considered an asset;
- Ability to work as part of a team and independently with minimal supervision;
- Available to work flexible hours with ability to work extended hours or weekends as necessary;
- Willingness and ability to travel throughout Ontario;
- Ability to speak the Ojibway language would be an asset;
- Successful candidate must provide Vulnerable Sector Check

Vulnerable Sector Screening Check (VSS) Rationale: Sheguiandah First Nation is in a position of trust to its band members and is committed to providing a safe and secure work environment. Individuals employed are required to have a clear record of any changes and convictions relating to any abuse, assault, neglect and theft and any alcohol and/or drug related offences as these individuals may word directly or indirectly with vulnerable clients. The VSS must be current (30 days) and the original document.

Interested applicants must submit cover letter, resume, three (3) current references and education certifications to:

Confidential: Healthy Lifestyles Coordinator

c/o Human Resources

Hr@sheguiandahfn.ca

142 Ogemah Miikan, Sheguiandah, ON P0P 1W0

Phone: (705) 368-2781 Fax: (705) 368-3697

For a job description, please contact hr@sheguiandahfn.ca or by calling (705) 368-2781.

Miigwetch to all applicants for their interest, but only those selected for an interview will be contacted.