



Aboriginal Healing and Wellness Coordinator

Job description

PURPOSE:

To provide a direct community service to the members of Mitaanjigamiing First Nation, in accordance to the terms of the Aboriginal Healing and Wellness (AHW) agreement. To provide primary focus of activities to the well being of the community members in the areas specific to family violence and abusive behavior. To encourage constructive growth of the community by promoting positive and healthy options for development of self, family, community. To coordinate activities with Healthy Babies and Healthy Children Coordinator, Health Coordinator and Addictions Counsellor.

ACCOUNTABILITY:

Will be supervised and directly accountable to the First Nation Manager for financial and activity programming. The AHW Coordinator is responsible for the implementation of duties and responsibilities as outlined in the job description. To abide by the policies and procedures of Mitaanjigamiing First Nation. To attend staff meetings and relevant training and workshops.

DUTIES AND RESPONSIBILITIES:

- To develop a work plan and budget for each fiscal year, for review and approval by Management, Chief and Council.
- To provide teamwork programming to residents of Mitaanjigamiing First Nation.
- To provide written reports for the funding agencies in accordance to reporting deadlines.
- To develop, assist, coordinate quarterly community workshops that are program related.
- To maintain confidential client files in a secure environment and in compliance with Privacy Laws and funding agency requirements.
- To develop proposals to funding agencies that will enhance the AHW program.
- To provide programming to community in the areas of contemporary and traditional approaches to positive growth.
- To liaise with relevant external agencies and to encourage their participation at the community level.
- To work with the Elders and Youth.
- To develop an aftercare system for clients.
- To provide reports to management, Chief and Council and the community, as requested.

- Provide information to clients on community addiction services, i.e. Counseling, referral, information, etc.
- To prepare a calendar for the monthly newsletter.
- To attend bi-weekly staff meetings.
- To assist in organizing and maintaining on-going Youth Group activities.
- To ensure Client Based Questionnaires (CBQ) are available, completed and submitted to funding agency by established deadlines.
- To monitor program budget.
- To visit Elders in the community on a monthly basis to offer support.
- To participate in job related training, as directed.
- Other duties as requested.

QUALIFICATIONS:

- Secondary school diploma;
- Exceptional writing skills;
- Excellent organizational skills;
- Possess excellent communication skills;
- Ability to work as a member of a team;
- Must be able to analyze guidelines and procedures which may be relevant to the development of the program.
- Must have knowledge of the culture, traditions, practices and lifestyles of the community.
- Must be able to travel.
- Practicing and living a healthy lifestyle.
- Computer skills and efficient in operating hardware and software programs.
- Must be able to work flexible hours.

TERMS AND CONDITIONS:

- Must provide a criminal reference check that is satisfactory to the Mitaanjigamiing First Nation.
- Must sign Oath of Confidentiality, Declaration of Understanding, Conflict of Interest and Code of Conduct.