



# HIAWATHA FIRST NATION

## EMPLOYMENT OPPORTUNITY

**Posting Type:** Internal/External

**Position Title:** Child Wellness Prevention Worker

**Location:** Hiawatha, ON

**Duration:** Full-Time Permanent

**Posting Closes/Deadline:** August 23, 2019 at 11:59 p.m.

**Tentative Interview Date:** August 26-30, 2019

**Salary Range:** \$36,360-40,400 (based on 35-hour work week) per annum

### **About Us:**

Hiawatha is a vibrant First Nation community located on the beautiful north shore of Rice Lake. We are located approximately 20 minutes from Peterborough, ON and 45 minutes from Cobourg, ON. There are approximately 664 registered citizens with approximately 235 residing in Hiawatha. In the summer months our population increases significantly. Hiawatha is an employer that prides itself on diversity and fairness, providing a progressive working environment that fosters culture, positivity and growth.

### **Position Summary:**

The Child Wellness Prevention Worker (CWPW) is responsible for planning and delivering education and awareness programs and activities that promote mental and emotional health to the citizenship of Hiawatha First Nation. The CWPW will support, advocate and provide referral services and resources to individuals, groups, and families with a focus on youth ages 12 – 18 years. The incumbent will work closely with the L.I.F.E. Services Centre Staff and especially with the the Family Wellbeing Coordinator to assess, develop, plan and deliver programming activities, including those that are culturally based, according to the mental and emotional health needs of the citizenship. The incumbent must follow the strategic plans of the organization, adhering to the HFN vision and values.

### **Reporting:**

This position will report to the Health and Social Services Manager. Occasionally this position may supervise volunteers, summer students and YMCA staff, however, this position will have no regular direct reports.

### **Summary of Main Responsibilities:**

- Being responsible for developing and delivering programs and activities, that promote wellbeing for children, youth and families of Hiawatha;
- Proactively engaging, assessing and providing programming for youth (ages 12-18) to identify and assist with their needs and goals;
- Developing and maintaining a work plan, with detailed goals and objectives to successfully assist client's needs;
- Preparing annualized budgets and budgets for smaller projects/events;
- Working within the budgets and monitoring the budgets throughout the project/fiscal year;
- Preparing paperwork for cheque requisition, payroll, etc. and ensure that proper approvals are obtained;
- Preparing accurate reporting in a timely manner and within the deadlines of the funding.
- Following all policies and practices of Hiawatha First Nation and relevant legislation
- Creating, maintaining and protecting case files on clients, progress and completion in accordance with the Personal Health and Information Protection Act and Personal Information and Protection of Electronic Data Act;
- Completing and updating monthly written and statistical reporting as per funding requirements;
- Other reporting as requested by funders or manager;
- Attending meetings;
- Preparing communication for clients, staff and other internal and external stakeholders as required;

*We, the Mississaugi of Hiawatha First Nation, are a vibrant, proud, independent and healthy people balanced in the richness of our culture and traditional way of life.*

- Following all policies and practices of Hiawatha First Nation and relevant legislation
- Other duties as assigned
- Promote the vision, mission and values of Hiawatha First Nation

#### **Requirements:**

- Post-Secondary Diploma in Social Services Worker, Child and Youth Care or another relevant diploma and a minimum two years' relevant experience; or
- A combination of education, training or work experience which Hiawatha deems to be equivalent
- Must provide a clear CPIC and Vulnerable Sector Check
- Valid Driver's License and own transportation

#### **Knowledge, Skills and Abilities:**

- Strong and developed skill set to engage work with youth
- Experience with computer programs (i.e. Microsoft Office, email and internet, etc.)
- Experience with budget and financial management is preferred
- Experience with researching, successful writing and reporting is preferred
- Excellent liaison, networking and advocacy skills
- Well-developed interpersonal, public relations and relationship building skills
- Good listening skills with ability to empathize and establish rapport with clients
- Working knowledge of legislation, policies and procedures of First Nation Governments as it relates to the health and wellbeing services
- Excellent communication (oral, electronic and written)
- Ability to manage and deescalate crisis situations
- Excellent organizational, time management and file management skills
- Understand and exercise need for barriers between professional life and personal
- Knowledge of culture and understanding of impacts of colonization

#### **Behavioural Competencies:**

- Must be an empathetic and non-judgemental person
- Must maintain strict confidentiality
- Be honest, respectful and trustworthy
- Be a team player
- Possess cultural awareness and sensitivity
- Be creative and flexible
- Demonstrate sound work ethics
- Demonstrate keen attention to detail
- Proven ability to work with people of diverse education, cultural and language backgrounds

#### **Application Process:**

If you are interested in this opportunity and possess the above list of qualities and requirements, please forward your resume and cover letter via mail, email, fax or in person to:

By Mail:	Hiawatha First Nation 123 Paudash Street Hiawatha, ON K9J 0E6 ATTN: Zachary Friar, Human Resources Coordinator	By Email: <a href="mailto:hr@hiawathafn.ca">hr@hiawathafn.ca</a>  By Fax: 705-295-4424
----------	--	--

For more information or a detailed job description, please contact Zachary Friar at (telephone) 705-295-4421 ext. 15 or (email) [hr@hiawathafn.ca](mailto:hr@hiawathafn.ca) or visit [www.hiawathafirstnation.com](http://www.hiawathafirstnation.com)

- *The tentative interview date(s) are subject to change and are posted for planning purposes only*
- *Hiawatha is grateful for all who show interest in our First Nation and take the time to apply, however, only those chosen for an interview will be contacted*
- *Internal postings are intended for citizens and current permanent employees of Hiawatha*
- *Late applications will not be considered*
- *Hiawatha is an equal opportunity employer, as well, Hiawatha references Canada's Aboriginal Employment Preferences Policy*



# **HIAWATHA FIRST NATION**

## **EMPLOYMENT OPPORTUNITY**

*We, the Mississaugi of Hiawatha First Nation, are a vibrant, proud, independent and healthy people balanced in the richness of our culture and traditional way of life.*