



HIAWATHA FIRST NATION EMPLOYMENT OPPORTUNITY

Position Title: Family Wellbeing Coordinator

Location: Hiawatha, ON

Duration: Full-Time

Posting Closes/Deadline: Until Filled

Tentative Interview Date: First Interviews - July 24th, 2018

Salary Range: \$60,000 – \$70,000 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 638 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 Family Wellbeing Coordinator will work in a confidential environment and be the primary contact for the Hiawatha Nation citizenship, who are, or may be experiencing mental health issues or are in crisis. Activities may include but are not limited to: crisis assessments and crisis interventions, short term follow up, support, guidance and counselling individual families and groups in crisis that affect their mental health and wellbeing.

Main Responsibilities:

- Using western and traditional counseling approaches
- Providing direct assessments, interventions and counselling to help individuals and families experiencing mental health and wellbeing crisis
- Conducting initial interviews – meet with individuals, listening and preparing a case history to establish support plans and service to assess successful interventions, appropriate treatment and counselling techniques
- Advocating and make appropriate referrals for needed client services and supports
- Liaising with internal and external support plan partner services and agencies
- Responsible for creating and maintaining case files on clients, progress and completion in accordance with the Personal Health and Information Act
- Completing assessments of needs for at-risk individuals pertaining to the individual
- To provide case management support and services to LIFE Centre team
- Creating and managing a budget
- Complete and update monthly written and statistical reporting as per funding requirements
- Promote the vision, mission and values of Hiawatha First Nation

Requirements:

- Post-Secondary Undergraduate Degree in Social Work or Health Science Discipline;
- Member or eligible to be a member of the Ontario College of Social Workers;
- Three to five years of relevant experience and demonstrated ability to provide mental health assessments, counselling and crisis intervention supports and services; or
- A combination of education, training or work experience which Hiawatha deems to be equivalent

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.

Knowledge, Skills and Abilities:

- Strong and developed skill set to engage work with people
- Experience with computer programs (i.e. Microsoft Office, email and internet, etc.)
- Experience with budget and financial management is preferred
- Knowledge and understanding of abuse and prevention relating to addictions
- 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
- Planning and financial management
- Excellent communication (oral, electronic and written)
- Excellent organizational, time management and file management skills
- Able to maintain strict confidentiality
- Must provide a clear CPIC and VSS.
- Valid Driver's License and own transportation.

Behavioural Competencies:

- Must be an empathetic and non-judgemental person
- Serve as a positive role model by practicing personal wellness plan
- Must maintain strict confidentiality
- Be honest, respectful and trustworthy
- Be a team player
- Possess awareness, knowledge and sensitivity to the history and culture of HFN
- 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: Kelly Maracle, HRO

By email: hr@hiawathafn.ca

By fax: 705-295-4424

If you have questions or would like a detailed job description, please contact:

Kelly Maracle, Human Resources Coordinator

By Phone: 705-295-4421 ext. 15

By Cell: 613-920-1676

By email: hr@hiawathafn.ca

For more information about us, please check out our website 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*
- *Late applications will not be considered*
- *Hiawatha is an equal opportunity employer, as well, Hiawatha references Canada's Aboriginal Employment Preferences Policy*