



# HIAWATHA FIRST NATION

## EMPLOYMENT OPPORTUNITY

**Position Title:** Indigenous Outreach Worker

**Posting Type:** Internal

**Location:** Hiawatha, ON

**Duration:** Full-Time Permanent

**Posting Closes/Deadline:** November 27, 2021 at 11:59 pm

**Tentative Interview Date:** Nov 29 - Dec 3, 2021

**Salary Range:** \$40,796-\$45,329

### **About Us:**

Hiawatha First Nation provides services to the citizens of Hiawatha. These services include health, social, administrative, membership, public works, lands and education. It is essential that these services are provided in a way that supports the Hiawatha's vision statement and the 7 Grandfather teachings of humility, honesty, bravery, wisdom, truth, respect and love.

### **Position Summary:**

The Indigenous Outreach Worker is responsible for planning and delivering education and awareness programs and activities that promote mental, physical, spiritual and emotional health to the citizenship of Hiawatha First Nation. The Indigenous Outreach Worker will support, advocate and provide referral services and resources to individuals, groups, and families. The incumbent will work closely with the L.I.F.E. Services Centre Staff to assess, develop, plan and deliver programming activities, including those that are culturally based, according to the mental, physical, spiritual 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. This position will have no direct reports.

### **Main Responsibilities:**

- Being responsible for developing and delivering health education and awareness activities, that promote wellbeing through sessions that are one-on-one, in group settings or family settings
- Proactively engaging, assessing and providing programming for citizens to identify and assist with their needs and goals
- Support the establishment of and actively participate as a leader in the ongoing success of the crisis support team
- Developing and maintaining a work plan, with detailed goals and objectives to successfully assist the citizens with mental, physical, spiritual and emotional health needs
- Following all policies and practices of Hiawatha First Nation and relevant legislation
- Coordinating supports, advocacy, resource and referral services related to mental, physical, spiritual and emotional health
- Responsible for the creating and maintaining of solid linkages to First Nation and mainstream agencies that offer mental and emotional health services and supports and maintaining a database of the same
- Participating in case management planning and case conferencing as a resource to the Family Wellbeing Coordinator and L.I.F.E Services Centre Program Staff

- Responsible for initial liaising with individuals
- 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
- Following all policies and practices of Hiawatha First Nation and relevant legislation
- Other duties as assigned

**Requirements:**

- Post-Secondary Diploma in Social Services Worker, Child and Youth Care, Counselling 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 all ages
- 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)
- Excellent organizational, time management and file management skills

**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

**Working Conditions:**

- Working in a sensitive environment dealing with difficult and highly confidential issues
- Extended periods of sitting
- Interaction with employees, management and the community
- Occasional overtime or requirement to work evenings or weekends for citizens needs/programming

**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  
431 Hiawatha Line  
Hiawatha, ON  
K9J 0E6  
ATTN: Zachary Friar, HR Coordinator

By email: [hr@hiawathafn.ca](mailto:hr@hiawathafn.ca)

By fax: 705-295-4424

For more information or a detailed job description, please contact Zachary Friar at (telephone) 705-295-4421 ext. 209 or (email) [hr@hiawathafn.ca](mailto:hr@hiawathafn.ca)

To find out more about Hiawatha First Nation, please visit our website at [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*
- 🌟 *Late applications will not be considered*
- 🌟 *Hiawatha is an equal opportunity employer, as well, Hiawatha references Canada's Aboriginal Employment Preferences Policy*
- 🌟 *Internal postings are for current staff and citizens of Hiawatha, Internal/External postings will give preference to internal applicants first*

*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.*