



HIAWATHA FIRST NATION

EMPLOYMENT OPPORTUNITY

Position Title: Healthy Lifestyles Worker

Posting Type: Internal/External

Location: Hiawatha, ON

Duration: Full-Time Permanent

Posting Closes/Deadline: Until Filled

Tentative Interview Date: TBD

Salary Range: \$42,756-\$47,506

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 Healthy Lifestyles Worker reports directly to the Health and Social Services Manager and is responsible for planning and delivering education, prevention and awareness programs and activities that promote addictions awareness to the citizenship of Hiawatha First Nation. The Healthy Lifestyles Worker will support, advocate and provide referral services, peer counselling and resources to individuals who are struggling with addictions. 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 and emotional health needs of the citizenship. Addictions may include, but are not limited to, substance abuse, including alcohol, drugs and gambling. The incumbent will work with the youth population in locations suitable to the initiative. The incumbent must follow the strategic plans of the organization, adhering to the HFN vision and values.

Reporting:

This position will take direction from the Health and Social Services Manager and has no direct reports.

Main Responsibilities:

- Seeking out new programs and funding to expand Hiawatha's programs in the areas of substance abuse, addiction and lifestyle
- Developing new programs and implementing new and existing programs and events
- Providing transportation to support client needs, as per policies
- Providing peer support, referrals and case management
- Implementing culturally appropriate services/activities/lands based programming
- Attending meetings and training sessions as required and to benefit the incumbent, clients and program
- Liaising with external stake holders and referral agencies
- Providing team support to others in their programming when time will allow
- Providing communication regarding programming and services to citizens through website, flyers, social media, etc
- Listening to the clients and treating each client with dignity and respect
- Ensuring that all HFN standards and policies are adhered to
- Reviewing and tracking information
- Ensuring that all files are up to date
- Supporting the development of policies as applicable to the position
- Updating and maintaining a database as required
- Preparing all workplans and reports accurately and within the timelines as provided by the funders

- In a manner that is appropriate and timely, processing all incoming enquiries, including in-person, mail, email and telephone
- Responsible for developing multiple budgets
- Working within the budgets and regularly monitoring for accuracy and staying within financial allocations throughout the project/fiscal year
- Preparing necessary documentation such as cheque requisitions, honourariums, reconciliations, receipts, etc. and distributing payments, while ensuring that proper approvals are obtained
- Preparing accurate reporting in a timely manner and within the deadlines of the funding
- Other duties as assigned

Requirements:

- Post-Secondary Diploma in Social Services Worker, Mental Health and Addiction Worker, Counselling or another relevant diploma and a minimum one 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 First Aid and CPR certification
- Valid Driver's License and own vehicle
- Valid Food Handler's Certificate

Knowledge, Skills and Abilities:

- Working knowledge of legislation, policies and procedures in a First Nation around health and social topics
- Working knowledge of programs available in the areas of health and social that citizens and clients could benefit from, both internal and external to Hiawatha
- Experience working with various stakeholders, both internal and external at grass roots and governmental levels
- Knowledge of Hiawatha's culture, social structure and traditional healing practices
- Working knowledge of computer skills, including Microsoft Office and database
- Ability to budget and work within budgeted amounts while adhering to strict funding guidelines
- Ability to perform various funder reporting
- Strong interpersonal, organizational, time management and communication skills
- Public speaking, public relations and data analysis skills an asset
- Ability to work in a team, lead a team or work individually
- Ability to develop and deliver engaging programming
- Ability to work with clients, advocate for clients and deal with difficult and sensitive situations
- Ability to maintain strict confidentiality
- Strong and developed skill set to engage and work with youth

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

Working Conditions:

- Extended periods of sitting or standing
- Moderate periods of concentration
- Local travel with some extended travel from time to time
- Occasional overtime or requirement to work in the evenings during programming

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

By fax: 705-295-4424

For more information please contact Zachary Friar at (telephone) 705-295-4421 ext. 209 or (email) hr@hiawathafn.ca

To find out more about Hiawatha First Nation, please visit our website at 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.