

JOB DESCRIPTION

Community Wellness Officer

Temporary Position from September 2022 to March 2023 (Education Leave Coverage)

SUMMARY:

The Community Wellness Officer will support the implementation and management of programs and projects funded under the Indigenous Healing and Wellness Strategy (IHWS) at Nishnawbe Aski Nation. The worker will track required financial and service data, as well as assist with the preparation of documentation to complete reporting. This position also requires the worker to travel to NAN First Nation communities to provide support to the training team. The worker will also assist with event coordination, such as conferences and training sessions.

DUTIES:

1. To assist in the implementation of programs and projects at NAN funded under IHWS in the Community Wellness Department;
2. To monitor and assist with completion of reporting requirements for programs and projects funded under the IHWS;
3. To liaise with other NAN programs funded under IHWS;
4. Update and maintain funding documentation;
5. Ability to work independently, as a team member, with local aboriginal services providers and Indigenous communities;
6. Maintain confidentiality while completing work tasks;
7. To assist in event coordination, including but not limited to arranging travel and accommodations, providing program information to participants via telephone, e-mail, or fax, booking meeting rooms;
8. Coordinate activities such as events and training sessions for community members, front-line workers, Health Directors and Tribal Councils;
9. Ability and willingness to travel and to work flexible hours;
10. All other duties as assigned and needed.

ACCOUNTABILITY:

The Community Wellness Coordinator is under the day-to-day supervision of the Community Wellness Training Manager with further accountability to the Chief Administrative Officer for overall performance.

COMPETENCIES AND QUALIFICATION:

Candidate must possess the following skills and attributes:

Education and Experience

- Diploma in Social Work/ Health Services or equivalent combination of education and related experience;
- Must possess a valid Ontario "G" class driver's license along with a reliable vehicle and appropriate vehicle insurance coverage
- Experience working in First Nation Communities
- Experience in working and networking with First Nation people within the local community
- Possess a sound knowledge of how mental health issues contribute to and affect the lives of Indigenous people
- A working knowledge of federal and provincial government programs

- Excellent interpersonal organizational and community skills
- Ability to work under pressure
- Demonstrate excellent organizational skills
- Ability to travel extensively
- Ability to speak an Indigenous language (Oji-cree, Ojibwe and Cree) is considered an asset
- A working knowledge of the Indigenous Health and Wellness Strategy considered an asset

LOCATION OF WORK	Thunder Bay, ON
WEEKLY WORK HOURS	24 Hours (3 days per week)
DEPARTMENT	Community Wellness
CREATED/ LAST UPDATED	August 2022