

JOB DESCRIPTION

Community Wellness Training Coordinator – Maternity Leave Coverage – 18 Month Contract

Community Wellness Department

SUMMARY: The Community Wellness Training Program fosters excellence and cultural sensitivity by nurturing personal and professional development and developing competencies that are directly related to job performance, thus ensuring portability and the building of capacity of workers, programs and communities. The Community Wellness Training Coordinator will develop and implement training and capacity building opportunities to child and youth mental health workers at the community level who serve and work directly with Indigenous children and youth within the 49 NAN communities. The training opportunities and other professional development activities will be holistic, culturally appropriate, strength-based, and child- and youth-centered. The overall goal of this program is to help address mental health, addictions and wellness concerns of Indigenous individuals, families and communities.

DUTIES: Develop, coordinate and deliver training opportunities and other professional and workforce development activities, with a focus on addictions, trauma informed care, counselling from an Indigenous lens; Provide training opportunities to enhance skill development to child and youth mental health workers who work directly with Indigenous youth within NAN communities; Provide other training participants and individuals who are directly linked to, and collaborate with, youth mental health workers and as a result could benefit from Ministry of Health-Child and Youth Mental Health-sponsored training; Provide culturally appropriate approaches to training that would be reflected as part of the activities and services; Provide training that would include activities that increase trainees' knowledge levels and improves their ability to support clients/participants such as workshops, conferences and professional development courses that lead to a formal credit, certificate or diploma related to Ministry of Health-Child and Youth Mental Health priorities; Program workplan development and implementation, including the planning and coordination of program events; Develop and distribute resources relating to child and youth mental health awareness and child and youth mental wellness; Working with the direct supervisor on budget planning and forecasting; Research programs that focus on indigenous-focused youth mental health prevention models and evaluate possible training delivery through the NAN Community Wellness Training Program; Participate in professional development workshops to increase knowledge around child and youth mental health awareness, family healing and wellness approaches, and awareness of mental health trends occurring within First Nation people; Participate in professional development workshops to enhance skillset relating to facilitation practices; Keep on task in less busy periods through continuous learning opportunities; Other duties as assigned.

OTHER JOB REQUIREMENTS: Must possess a valid Ontario "G" class driver's license along with a reliable vehicle and appropriate vehicle insurance coverage; Ability to travel extensively and ability to work flexible hours during program events and meetings; Recent criminal records check; Ability to lift up to 40lbs, and; Proof of two (2) doses of COVID-19 Vaccinations.

CROSS TRAINING: NAN Crisis Response On-Call *if applicable*; NAN Crisis Team Program Database.

COMPETENCIES AND QUALIFICATION

Candidate must possess the following skills and attributes:

Education: Degree/Diploma in humanities, social sciences, or health services or equivalent combination of education and related experience.

Credentials: Any Facilitator Certification Training considered as asset (*ie. Mental Health First Aid Trainer, Applied Suicide Intervention Skills Trainer*).

Experience: An in-depth understanding of the history of First Nations people in Canada through prior work or lived experience; Ability to speak an Indigenous language (Oji-Cree, Ojibwe, or Cree) is considered an asset; 2-3 years experiences with event coordination; working with Indigenous People, families and communities and it's leadership; Proficiency with Microsoft Office 365 Products (Word, excel, outlook, sharepoint, teams, forms, etc.).

Knowledge: Possess a sound knowledge of how mental health issues contribute to and affect the lives of Indigenous people; Working knowledge of federal and provincial government programs, services, and typical reporting demands; Excellent interpersonal and communication skills; Demonstrate excellent organizational skills.

Effort: Ability to work in a close team environment with others in an effective manner; Ability to work independently and take initiative to meet goals and objectives; Ability to problem solve and work under pressure.

Working Conditions: Office cubicle setting, Monday to Friday, 9:00 AM to 5:00 PM; Ability to facilitate training in an array of locations and spaces; Regular travel to NAN Communities and Hub cities.

Responsibilities: This worker will act as the primary contact for all events or activities hosted under this program and will be responsible for the development and implementation of the program workplan; Be responsible for communicating key event or activity information hosted through this program to all delegates and to Community Wellness Training Program staff; Planning and coordinating events including (but not limited to) booking training venues, providing hotel with catering selections, providing hotel rooming lists of delegates invited to events, organizing travel and accommodations for delegates, completing cheque requisitions for delegate meal allowances, creating registration forms, booking external facilitators to deliver specialty training, booking elders, mental health supports and other required support to ensure safety of all participants during events; Travel to NAN Communities to host training; Working with co-facilitators and Community Wellness Coordinator to travel as a team to NAN communities to fulfill multiple workplan outputs within the same trip; Working collaboratively with all Community Wellness Training Program staff to develop an event calendar; Consult and engage with the Oshkaatisaak Youth Council member assigned to the Community Wellness Department file during event planning; Monthly program reporting; Assist supervisor with interim and year-end reporting; Regular attendance and provision of program updates at Community Wellness Training Program Meetings; Strive to collaborate with other NAN programs who have similar program objectives to enhance program outcomes; Developing and distributing youth mental health resources; Appropriately maintain and file physical and electronic documents containing confidential information.

NAN CORPORATE SERVICES

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

LOCATION OF WORK	Thunder Bay Administrative Office
PORTFOLIO	DGC Achneepineskum - Community Wellness Department
CREATED /LAST UPDATED	March 2023

