

JOB DESCRIPTION

MENTAL HEALTH TRAINING OFFICER

Community Wellness Department

Summary of Duties

The Officer provides program support to the coordinators within the program and is responsible for performing and taking into action the activities of the program. The Program Officer takes program-related directions from the Program Coordinator.

This position is in day-to-day communication with the communities and can provide initial information or data stemming from the actioned activities.

- Assist to develop, design, and implement, in conjunction with the coordinator, program related workplans, activities, workshops, training sessions and other program initiatives.
- Undertake and complete assigned projects and duties independently and effectively.
- Provide program teamwork for logistical planning and implementation for meetings, workplans, activities, workshops and training sessions and objectives related to the program.
- Support awareness activities that may include workshops, conferences, public presentations, group-based activities, or public education campaigns.
- Act on planned program activities, workshops and training sessions and objectives related to the program.
- Assist with preparing reports for internal and external stakeholders.
- Provide options and connect people with programs or information as needed and keep a contact list.
- Outreach to our 49 First Nations and develop, solidify, and maintain good working relationships.
- Gather data from various sources to monitor program activities, participants, and outcomes and store in an efficient, organized, and confidential manner using SharePoint.
- Support the NAN Chiefs'-in-Assembly, and NAN activities as required.
- Take minutes when requested as well as review and summarize meeting notes to report back to management as part of de-briefing and/or future planning.
- Coordinate, attend and participate in de-brief meetings when requested.
- Assist in research, report writing, briefing notes and presentation of information when required.
- To assist in preparing updates on the status of the issues and initiatives for the information of the Executive Council and the NAN Chiefs.
- Support department strategy development and assist with overall department evaluation.
- Assist with program-related meetings and council meetings.
- Assist with community application processes as needed.
- Attending all organizational meetings as requested and adhering to NAN policies, procedures, and protocols.
- Input documentation as required through scanning for record keeping in SharePoint.
- Shopping, tracking of all purchases of supplies, meeting materials, gifts, and gift cards.
- Continuous update sub-committees' advisory groups and task teams' distribution lists.
- Complete all mandatory training assigned.
- Other duties as required.

Other duties

Must have ability to run errands and attend meetings at various locations during working hours.

This position may require frequent travel at times by car (personal or rental) or aircraft. The duration of travel may vary from day trips to multi-day overnight travel.

Cross training:

- This position is cross trained with the Administrative Assistant and/or Program Assistant if the position exists in the department to cover the following duties when requested:
 - Creating agendas and transcribe minutes.
 - Photocopying, organizing, and preparing materials for meetings.
 - Arrange/approving travel for staff in the department as well as for the delegates.
 - Being the liaison for NAN registration.
 - Booking venues, arrange catering.
 - Completing and/or approving purchase orders, preparing cheque reqs, honorariums and submitting vendor payments through the HRIS on behalf of the Manager/Director
 - Correspondence with internal and external partners that attend meetings, conferences etc.
- Provide routine department training to new staff and act as the new employee guide as part of onboarding.

Competencies And Qualifications:

Candidate must possess the following skills and attributes:

Education:

College diploma or one year certificate of relevant education or related experience is preferred.

Credentials:

Not Applicable

Experience:

2 years of program-related experience is preferred.

Knowledge:

- Position demands a pleasant disposition, flexibility, ability to multi-task, organize, problem solve, set priorities, enter data, and communicate effectively.
- Understanding of modern office technologies including word processing software, and basic spreadsheet development.
- Effective written and computer literacy
- Must be able to respect confidentiality and make sound decisions.
- Position must be familiar with current community resources.
- Must be able to undertake and complete assigned projects and duties independently and effectively.
- Sound knowledge of methods, techniques, or procedures that are commonly accepted practice in the predominant field of work.
- A good understanding and interest in NAN communities, FN organizations and current events.
- Thorough knowledge and understanding of indigenous culture and traditions within the NAN territory and communities.
- Fluency in NAN dialect (Cree, Anisininew or Ojibway) an asset.

Effort:

- Light physical effort on a frequent basis with some heavy lifting (up to 40lbs) or moving of materials from time to time.
- Primarily desk work with prolonged sitting.
- Work requires a moderate level of dexterity requiring minimum keyboarding skills.

Working Conditions:

- Mainly working in a office setting with short periods working in a warehouse setting.
- Working within communities, away from home on a frequent basis.
- Travelling in both commercial and smaller aircraft.
- Highway driving may also be required.
- Working with the public
- Working in various meeting locations as required.

Financial Authority

This position has the authority to approve up to \$2,500.00.

Accountability

This position is under the day-to-day supervision of the department Manager with further accountability to the Chief Administrative Officer for overall performance.