

JOB DESCRIPTION

Mental Health Program Coordinator

Health Policy and Advocacy

Summary of Duties

The Mental Health Coordinator provides program support to the Mental Health Manager, within the Health Policy & Advocacy Department. This position is responsible for supporting the implementation of Mental Health and Addictions initiatives and assisting the Manager in meeting Ministry of Health funding priorities and departmental objectives. The Mental Health Program Coordinator is directly responsible for coordinating program activities as follows:

- Develop, coordinate, and implement, in conjunction with the Manager, program workplans, meetings, engagement activities, workshops, training sessions, public education initiatives, and other Mental Health and Addictions program activities.
- Coordinate the planned work of departmental staff, consultants, and project partners as it relates to Mental Health and Addictions initiatives.
- Provide program coordination and logistical support on behalf of the Manager for meetings, workplans, engagement activities, workshops, conferences, training sessions, and other departmental initiatives.
- Coordinate travel arrangements, accommodations, meeting venues, catering, registrations, and meeting materials for staff, consultants, delegates, and partners.
- Assist the Manager with coordinating Ministry of Health funding agreements, Letters of Agreement, consultant agreements, and reporting requirements.
- Assist with the preparation and coordination of Ministry reports, briefing notes, presentations, correspondence, funding applications, and other departmental reports for Manager and Director review.
- Collect, organize, and compile information required to support reporting requirements, workplans, and departmental initiatives.
- Maintain departmental records, project files, contact lists, reporting schedules, and documentation using SharePoint and other approved systems.
- Develop, maintain, and strengthen positive working relationships with First Nations, Tribal Councils, government ministries, health service providers, consultants, and partner organizations.
- Coordinate community engagement activities and assist with communication and follow-up with communities, partners, consultants, and service providers.
- Review and summarize meeting notes, prepare action items, and coordinate follow-up activities arising from meetings and engagement sessions.

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- Assist in preparing updates on the status of departmental initiatives for the information of the Executive Council, Chiefs-in-Assembly, and departmental leadership.
 - Prepare routine departmental reports, statistical summaries, and program updates for Manager review.
 - Support the implementation of departmental workplans and assist with overall program evaluation and reporting activities.
 - Facilitate program-related meetings, engagement sessions, and working groups as required.
 - Attend organizational meetings as requested and adhere to NAN policies, procedures, and protocols.
 - Input documentation and maintain electronic records for departmental record keeping using SharePoint.
 - Purchase and track office supplies, meeting materials, promotional items, gifts, gift cards, and other program resources.
 - Assist with monitoring program expenditures and maintaining budget tracking information.
 - Collect routine information from communities, partners, consultants, and departmental staff to support program reporting.
 - Maintain committee, advisory group, and project distribution lists.
 - Complete all mandatory training assigned.
 - Perform other related duties as assigned.

Other Duties:

- Must be able to attend meetings, engagement sessions, workshops, conferences, and events at various locations during regular working hours.
- This position requires frequent travel within Nishnawbe Aski Nation territory and to other locations as required to support departmental priorities. Travel may be by personal or rental vehicle, commercial airline, or small aircraft and may range from single-day trips to extended overnight travel.

Cross Training:

This position is cross trained with the Administrative Assistant and/or Program Assistant (where applicable) to provide support in the following areas when required:

- Preparing agendas, meeting packages, and recording meeting minutes.
- Photocopying, organizing, and preparing meeting materials.
- Coordinating and arranging travel for staff, consultants, delegates, and guests.
- Coordinating registration for meetings, conferences, workshops, and events.
- Booking meeting venues, accommodations, and catering services.
- Preparing purchase orders, cheque requisitions, honoraria, vendor payments, and other financial documentation through the HRIS on behalf of the Manager.
- Corresponding with internal and external partners regarding meetings, conferences, engagement activities, and departmental initiatives.

- Assisting with orientation and onboarding of new employees within the department.

Competencies And Qualifications:

Candidate must possess the following skills and attributes:

Education:

College diploma or university degree in Business Administration, Public Administration, Health Administration, Office Administration, Community Development, Indigenous Studies, Social Work or a related field. An equivalent combination of education, training, and directly related experience will be considered.

Credentials:

Criminal Record Check will be required as a condition of employment.

Experience:

Minimum three (3) years of experience working in an office or program environment, with one (1) to three (3) years of experience coordinating programs, projects, meetings, or community engagement activities preferred. Experience working with First Nations, Indigenous organizations, government, health, or non-profit organizations is considered an asset.

Knowledge:

The successful candidate must demonstrate:

- Excellent organizational, time management, and project coordination skills with the ability to manage multiple priorities and meet competing deadlines.
- Strong interpersonal, verbal, and written communication skills.
- Excellent problem-solving, critical thinking, and decision-making skills.
- Strong attention to detail with the ability to work independently and collaboratively within a team environment.
- Proficiency with Microsoft Office Suite, Microsoft Teams, SharePoint, Outlook, and other office technologies, including word processing, spreadsheets, and presentation software.
- Knowledge of administrative, financial, and project coordination practices, including records management and document control.
- Knowledge of report writing, briefing note preparation, meeting coordination, and information management.
- Ability to maintain confidentiality and exercise sound judgement when handling sensitive information.
- Knowledge of project planning, workplan development, budget monitoring, and reporting processes.

- Knowledge of community engagement principles and relationship building with First Nations, Tribal Councils, government ministries, service providers, consultants, and partner organizations.
- Understanding of Nishnawbe Aski Nation communities, governance structures, First Nation organizations, and current Indigenous health priorities.
- Knowledge and appreciation of First Nations cultures, traditions, histories, and protocols within Nishnawbe Aski Nation territory.
- Fluency in Cree, Anishininimowin (Oji-Cree), or Ojibway is considered an asset.

Effort:

- Primarily office-based work requiring prolonged periods of sitting and frequent computer use.
- Requires sustained concentration while preparing reports, coordinating projects, monitoring budgets, organizing meetings, and managing multiple priorities.
- Frequent keyboarding and use of standard office equipment.

Working Conditions:

- Primarily works in an office environment with frequent use of computers, Microsoft Teams, and virtual meeting platforms.
- Regular attendance at meetings, engagement sessions, workshops, conferences, and events at various office, community, and partner locations.
- Frequent travel throughout Nishnawbe Aski Nation territory and, as required, to other locations across Ontario and Canada. Travel may be by personal or rental vehicle, commercial airline, or small aircraft, and may include overnight or multi-day travel.
- Highway driving may be required.
- Regular interaction with First Nation leadership, community members, government representatives, consultants, service providers, and the public.
- Occasional lifting and transporting of meeting materials, equipment, and supplies (up to 40 lbs) for meetings, engagement sessions, and events.
- Work may occasionally require flexibility in working hours to accommodate travel, meetings, community engagement activities, and organizational priorities.

Financial Authority

This position has the authority to approve up to \$10,000.00.

Accountability

This position is under the day-to-day supervision of the Manager, Mental Health, with overall accountability through the Director, Health Policy & Advocacy, in accordance with Nishnawbe Aski Nation's organizational structure.