

ATIKAMEKSHENG ANISHNAWBEK
INTERNAL/EXTERNAL JOB POSTING - OPEN

Job Number:	WLFN 2017-13
Job Title:	Wellness Coordinator
Regular or Contract:	Regular Full-Time
Department:	Health & Community Wellness
Reports to:	Health Programs Manager

A. PURPOSE AND SCOPE

The Wellness Coordinator facilitates topics of mental health and addictions for the community's education and awareness that allows people in the community to see how to remove barriers and choose a healthy lifestyle.

Wellness Coordinator will implement the promotional projects within the community of Atikameksheng to achieve wellness in the daily lives of our people, our family(s) and our community as a whole.

B. QUALIFICATIONS

Mandatory Requirements

The Wellness Coordinator shall possess:

- Bachelor of Arts Degree in a Social Work
- College Diploma in Social/Health Sciences
- 5 years' work experience in social/health setting
- Criminal Record (CPIC) -Vulnerable Sector Check is required at time of employment offer

Additional Requirements

The Wellness Coordinator shall be knowledgeable and possess skills or prior work experience in the following areas:

- Excellent computer and technology and skills
- Knowledge of Electronic Medical Record technology
- Excellent written and verbal communications
- Ability to provide basic Counselling services
- Excellent facilitation skills
- Efficient Time management skills and organization skills in an office setting
- Knowledge and experience in case management
- Knowledge of health promotions and education
- Ability to exercise discretion in handling confidential subject matter
- Positive Role Model
- Knowledge of health promotion and education
- Knowledge of Health & Social Services on/off reserve (mental health services)
- Knowledge of the Atikameksheng Anishnawbek traditions and culture
- Valid Ontario Class "G" Driver's License with a clear driver's abstract
- Current First Aid/CPR Certification

C. DUTIES

Clinical

- Provide assistance to individual(s)/families through the case management model
- Provide intakes and assessments and develop plans of care for clients
- Provide one to one counseling
- Develop and facilitate therapeutic support groups
- Complete clinical administration i.e. EMR – electronic medical recording, charting, minutes, brief services, scheduling appointments, etc.
- Participate in case consultation with service providers to identify and address issues

Programming

- Develop health and wellness programming for the community
- Implement programming addressing needs identified in the Community Health Plan
- Assist in the development of culturally appropriate education and promotional materials
- Facilitate session on Mental Health and Addictions health issues

Administrative

- Prepare monthly calendars and participate in program planning meetings
- Record participation statistics (data entry) and prepare monthly reports
- Contribute to report submissions to meet funding requirements
- Participate in annual workplan development with the Health Team
- Prepares accurate, complete and effective proposals as required
- Assist in the development of culturally appropriate education and promotional materials
- Facilitate session on Mental Health and Addictions health issues

Application Deadline is: September 14, 2017 by 4:00 p.m.

SALARY: To commence with the Atikameksheng Anishnawbek salary and job classification scale.

On behalf of Chief and Council, applicants must submit your covering letter, resume and three letters current reference letters, as well as copies of all certificates, diplomas and/ degrees by one of the following: (1) fax 705-692-5010 (2) email: employment@wfn.com (3) in person or (4) by regular mail to:

Carmen Wabegijig-Nootchtai
Director of Health and Community Wellness
Atikameksheng Anishnawbek
25 Reserve Road, Naughton, Ontario
P0M 2M0

For more information or a complete job description, please contact Director of Health and Community Wellness at 705-692-3651 ext. 226.

Preference will be given to members of Atikameksheng Anishnawbek.

Meegwetch to all who apply, however, only those selected for an interview will be contacted.