

# MÉTIS NATION OF ONTARIO JOB POSTING

## COMMUNITY SUPPORT SERVICES COORDINATOR

*Internal/External Job Posting*

*Location: Fort Frances*

*Indeterminate, Full-time Position*

*Closes January 18, 2019, 4:30 p.m.*

*Posting 011818-CSS-FF*

**Applications must be submitted on-line at <http://www.metisnation.org/job-board/careers/>**

*The Métis Nation of Ontario (MNO) Healing and Wellness Branch is seeking a strong team player to serve as a Community Support Services Coordinator (CSS). This indeterminate, full-time position is based in the Métis Nation of Ontario office in Fort Frances, with some travel throughout the region. Upon successful completion of the three-month probationary period, the successful candidate will be enrolled in the MNO Registered Retirement Plan and group benefits program.*

*The CSS program is a service delivery program to assist those who are having trouble managing a chronic disease, are terminally ill, frail or elderly, and/or isolated. The heart of the CSS program is delivery of services such as medical transportation, friendly visiting, caregiver support, advocacy, referrals, assessing client safety or hazards in their home and help them address, working with Ontario Works, Ontario Disability Support Program, or First Nation Non-insured Health Benefits for best access, as well as support for services, assist with reading for clients with literacy issues and assist clients with resources for end-of-life needs. The CSS program also relies on assistance from volunteers to deliver some of our services.*

**In carrying out the following duties, it is expected that the *Community Support Services Coordinator* will:**

- Fully understand the significance and fundamental importance of MNO's Statement of Prime Purpose (SPP) to all MNO's work, and to the requirements of the position specifically
- Adhere to MNO Policies and Procedures and MNO's Financial Policies and Procedures at all times
- Uphold MNO's Standards of Professional Conduct at all times
- Adhere to Privacy Laws and respect confidential information at all times
- The employee must be cognizant of the Ontario Employment Standards Act, Occupational Health and Safety Act, Workers' Safety and Insurance Board, Ontario Human Rights Code, Canadian Human Rights Act, and other legislative provisions governing the employment relationship between MNO and the employee
- Ensure that all activities are conducted in accordance with established Métis Nation of Ontario Policies and Procedures and Contribution Agreements (CA)
- Work in collaboration within the Branch, other MNO branches, MNO leadership, MNO citizens, MNO contractors and consultants on related projects
- Attend the Annual General Assembly (MNO Policy 2.120)



**Métis Nation of Ontario**  
Human Resources

Métis Nation  
of Ontario   
— 25 YEARS —

**Reporting to the Manager of Programs and Services, the duties include but are not limited to:**

1. Deliver the Community Support Services of: medical transportation (using personal vehicle or arranging through public service providers), friendly visits / security checks, caregiver support and other relevant services with the highest level of quality and care
2. Maintain client files including case noting (using the MNO database) for pertinent data collection, ensuring client confidentiality at all times
3. Recruit, provide training to volunteers and submit volunteer expenses for approval using the existing internal processes and timelines
4. Track site budget and report surplus and/or deficiencies to Supervisor on a monthly basis
5. Perform administrative duties such as purchase orders, expense submissions and program reports
6. Coordinate and collaborate for additional health services with external organizations on behalf of the client as needed
7. Participate in on-going professional development activities as time and financial resources permit
8. Network with Community Care Access Centres, Public Health Units and other health related agencies as well as Indigenous organizations to improve access to the MNO CSS program
9. Be available for meetings or travel outside of Métis Nation of Ontario regular working hours as required
10. Fulfill all other responsibilities as determined by Management of the Healing and Wellness Branch

**Minimum Qualifications:**

- Post-Secondary education in a Social related field and/or minimum 2 years' experience in providing social support services to clients in an Aboriginal setting
- Experience working with volunteers in a non-profit environment
- Ability to physically support clients needing assistance while doing a medical transport
- Available to travel, which may require being away from home location overnight
- Reliable vehicle and valid driver's license (Full class "G"), \$2,000,000 liability insurance coverage
- Proficiency with computer programs (Outlook, Excel, Work and PowerPoint)
- Successful candidate will provide and maintain a successful Police Check and Vulnerable Sector Check
- Current CPR/First Aid Certification

**Requirements:**

- Knowledge of the Métis Nation of Ontario and programs offered
- Knowledge of Aboriginal programs and services
- Ability to work as part of a team and independently with minimal supervision
- Flexible work schedule with ability to work extended hours as necessary
- Ability to lift 11.5 kg when required

**The Métis Nation of Ontario welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.**

**We thank all applicants for their interest but advise that only those selected for an interview will be contacted. Preference may be given to qualified Métis candidates.**