

MÉTIS NATION OF ONTARIO JOB POSTING

COMMUNITY WELLNESS COORDINATOR

Internal/External Posting
Determinate, Full-time

Location: Ottawa
Closes: June 11, 2019; 4:30 pm
Posting: 061119 – CWC-OTT

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

The Métis Nation of Ontario (MNO) Healing & Wellness (H&W) Branch's Community Wellness strategy combines traditional and mainstream programs and services to help improve Métis healing, health and wellness and reduce family violence through culturally appropriate programs and services. The goals of the program include the provision of equitable access to primary health and healing services and programs, including prevention, treatment and support that are culturally appropriate and culturally competent; building on the strengths and enhancing the capabilities of Métis communities and the promotion of equitable, violence-free relationships and healthy environments.

The Community Wellness Coordinator (CWC) will support the program by providing:

- *Family violence services, referrals, support and case management*
- *Prevention and awareness activities*
- *Client-based services*
- *Coordination services to the health and wellness support workers, clients, group activities, crisis intervention and provision of support*
- *Research and develop activities and programs to support social inclusion*

This is a determinate, full-time position based in Ottawa, Ontario, starting as soon as possible. The CWC reports to the Healing and Wellness Supervisor. Some travel may be required.

In carrying out the following duties, it is expected that the *Community Wellness 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)

Reporting to the Healing and Wellness Supervisor, the duties include but are not limited to:



Métis Nation of Ontario
Human Resources

1. Deliver the Community Wellness Worker program in the spirit and philosophy of the MNO H&W Branch
2. Provide increased understanding of family violence to clients and the general public to reduce incidence within a family home or community including one on one service provision, community-based family violence awareness and prevention education campaigns or activities in local settings or at local community events
3. Provide client services utilizing case management techniques such as establishing a trusting relationship; case noting, advocacy and referrals
4. Promote healthy lifestyles through client support, community events, workshops, public education forums and networking
5. Work with health and social agencies by way of organizing and facilitating community events to enhance client and community knowledge, improve client access, and provide cultural sensitivity training
6. Reflect Métis cultural approaches as a part of the activities and services
7. Perform daily administrative duties
8. Maintain client files, including preparation of intake forms, documentation, input into databases
9. Financial reporting specific to your program site and budget
10. Participate in on-going professional development activities as time and financial resources permit
11. Attend training and meetings outside MNO working hours
12. Recruit and train volunteers
13. Maintain confidentiality at all times, and adhere to privacy legislation
14. Fulfill all other responsibilities as determined by management of H&W Branch

Mandatory Qualifications:

- Post-secondary education in the social health related field and/or minimum 2 years' experience in providing health or social support services to clients, preferably in an Indigenous setting
- Relevant background in Indigenous health promotion, with sensitivity to Métis, Physical Fitness Promotion, Diabetes Issues, Healthy Living Environments for Children, Stress-related Health problems, Coping skills to Alcoholism, Disabilities issues and accessibility to programs, recreation and social programs for Métis
- Experience working with volunteers in a non-profit environment
- Proficiency with computer programs (Outlook, Excel, Word and PowerPoint)
- Successful completion and maintenance of a Vulnerable Sector Check (current and provided upon acceptance of position)
- CPR/First Aid Certificate (or willingness to gain prior to employment)

Other Requirements:

- Knowledge of MNO programs and services
- Demonstrated ability to work as part of a team and independently with minimal supervision
- Well-developed administrative, organizational and communication skills
- Ability to lift 11.5 kg. when required
- Availability and willingness to travel

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 (please identify).