

MÉTIS NATION OF ONTARIO JOB POSTING

HEALTHY CHOICES COORDINATOR

Internal/External Job Posting

Location: Timmins and North Bay, Ontario

Indeterminate, Full-time

Closes: December 17, 2018 - 4:30 p.m.

Posting: 121718-HCC-TIM/NBAY

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 seeks two strong team players to serve as Healthy Choices Coordinators in the Timmins and North Bay offices. These indeterminate, full-time positions offer enrollment in group benefits and Registered Pension Plan upon successful competition of three months' probation.

The MNO's Smoking Prevention and Healthy Living Intervention Program aims to address the higher rates of smoking and the associated cancer risk for Metis people across Ontario through Métis-specific, culture based programming and supports. The ultimate goal of the program is to improve cancer outcomes of an identified, at-risk population.

Working in close partnership with the Aboriginal Cancer Control Unit at Cancer Care Ontario and the Canadian Cancer Society, the Healthy Choices Coordinator aims to increase the knowledge and skillset of Métis youth, families and communities related to smoking prevention/cessation and healthy living in order to enable healthy change.

In carrying out the following duties, it is expected that the *Healthy Choices 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

Reporting to the Manager of Program Development, the duties include but are not limited to:

1. Support the development of the project work plan
2. Engage in discussion with project partners (Aboriginal Cancer Control Unit and the Canadian Cancer Society) to develop impactful interventions and workshops that will be used to deliver and train Healing and Wellness front-line employees
3. Deliver targeted smoking prevention/cessation and healthy living workshops training to Healing and Wellness front-line employees
4. Support front-line employees delivering healthy living workshops in communities
5. Develop targeted messaging for article submissions for the Métis Voyageur
6. Support the development of the Métis component of the Indigenous Smokers Helpline
7. Attend meetings in Ontario as needed/determined
8. Participate in MNO Healing and Wellness training as needed/determined
9. Fulfill all other responsibilities as determined by management of the Healing and Wellness Branch

Mandatory Qualifications:

- Post-Secondary education in a health promotion related field and/or minimum of 2 years' experience in providing programs and services in an Indigenous setting
- Relevant background in Métis focused and broader Indigenous social programs, health promotion, and recreation
- Experience in organizing and implementing community based workshops, activities, and community events
- Demonstrated experience coordinating and delivering community-based programs or projects
- Proficiency with computer programs (Outlook, Excel, Word and PowerPoint)
- Available to work flexible hours with ability to work extended hours or weekends when required
- Available and willing to travel which may require overnight stays away from place of residence
- Successful candidate will provide Police Check and Vulnerable Sector Check
- Current CPR/First Aid Certification or ability to obtain

Requirements:

- Knowledge of Métis focused and broader Indigenous programs and services
- Knowledge of chronic diseases and issues facing Indigenous populations
- Well-developed administrative, organizational and communication skills in order to meet deadlines
- Ability to work as part of a team and independently with minimal supervision
- Ability to lift 11.5kg when required
- Bilingualism would be considered an asset

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.