



HIAWATHA FIRST NATION EMPLOYMENT OPPORTUNITY

Position Title: Healthy Alternative Lifestyles Worker

Location: Hiawatha, ON

Duration: Full-Time

Posting Closes/Deadline: December 14, 2018

Tentative Interview Date: December 17-21, 2018

Salary Range: Pay Level 4 (\$36,360-\$40,400)

About Us:

Hiawatha is a vibrant First Nation community located on the beautiful north shore of Rice Lake. We are located approximately 20 minutes from Peterborough, ON and 45 minutes from Cobourg, ON. There are approximately 638 registered citizens with approximately 235 residing in Hiawatha. In the summer months our population increases significantly. Hiawatha is an employer that prides itself on diversity and fairness, providing a progressive working environment that fosters culture, positivity and growth.

Position Summary:

The Healthy Alternative Lifestyles Worker reports directly to the Health and Social Services Manager and is responsible for planning and delivering education and awareness programs and activities that promote addictions awareness to the citizenship of Hiawatha First Nation. The Healthy Alternative Lifestyles Worker will support, advocate and provide referral services, peer counselling and resources to individuals who are struggling with addictions. The incumbent will work closely with the L.I.F.E. Services Centre Staff to assess, develop, plan and deliver programming activities, including those that are culturally based, according to the mental and emotional health needs of the citizenship. Addictions may include, but are not limited to, substance abuse, including alcohol, drugs and gambling.

Main Responsibilities:

- Coordinate supports, advocacy, resource and referral services related to abuse, addictions and lifestyle
- Participate in case management planning as a resource to the L.I.F.E Services Centre Program Staff
- Responsible for initial liaison with individuals and developing and monitoring care plans
- Access and provide relevant resource material
- Provide confidential peer counselling
- Responsible for creating and maintaining case files on clients, progress and completion in accordance with the Personal Health and Information Act
- Develop and maintain a work plan, with detailed goals and objectives to successfully assist the citizens with abuse, addictions and lifestyle
- Develop funding proposals and monitor budgets
- Complete and update monthly written and statistical reporting as per funding requirements
- Liaise with outside agencies and support groups
- Work closely with the Child Wellness Protection Worker
- Promote the vision, mission and values of Hiawatha First Nation

Requirements:

- Post-Secondary Diploma in Social Services Worker, Mental Health and Addiction Worker, Counselling or another relevant diploma and a minimum one years' relevant experience; or
- A combination of education, training or work experience which Hiawatha deems to be equivalent

We, the Mississaugi of Hiawatha First Nation, are a vibrant, proud, independent and healthy people balanced in the richness of our culture and traditional way of life.

Knowledge, Skills and Abilities:

- Strong and developed skill set to engage and work with youth
- Experience with computer programs (i.e. Microsoft Office, email and internet, etc.)
- Experience with budget and financial management is preferred
- Knowledge and understanding of abuse and prevention relating to addictions
- Excellent liaison, networking and advocacy skills
- Well developed interpersonal, public relations and relationship building skills
- Good listening skills with ability to empathize and establish rapport with clients
- Working knowledge of legislation, policies and procedures of First Nation Governments as it relates to the health and wellbeing services
- Planning and financial management
- Excellent communication (oral, electronic and written)
- Excellent organizational, time management and file management skills
- Able to maintain strict confidentiality
- Must provide a clear CPIC and VSS.
- Valid Driver's License and own transportation.

Behavioural Competencies:

- Must be an empathetic and non-judgemental person
- Serve as a positive role model by practicing personal wellness plan
- Must maintain strict confidentiality
- Be honest, respectful and trustworthy
- Be a team player
- Possess awareness, knowledge and sensitivity to the history and culture of HFN
- Be creative and flexible
- Demonstrate sound work ethics
- Demonstrate keen attention to detail
- Proven ability to work with people of diverse education, cultural and language backgrounds

Application Process:

If you are interested in this opportunity and possess the above list of qualities and requirements, please forward your resume and cover letter via mail, email, fax or in person to:

By Mail: Hiawatha First Nation
123 Paudash Street
Hiawatha, ON
K9J 0E6
ATTN: Kelly Maracle, HRC

By email: hr@hiawathafn.ca

By fax: 705-295-4424

If you have questions or would like a detailed job description, please contact:

Kelly Maracle, Human Resources Coordinator

By Phone: 705-295-4421 ext. 15

By Cell: 613-920-1676

By email: hr@hiawathafn.ca

For more information about us, please check out our website www.hiawathafirstnation.com

- *The tentative interview date(s) are subject to change and are posted for planning purposes only*
- *Hiawatha is grateful for all who show interest in our First Nation and take the time to apply, however, only those chosen for an interview will be contacted*
- *Late applications will not be considered*
- *Hiawatha is an equal opportunity employer, as well, Hiawatha references Canada's Aboriginal Employment Preferences Policy*