



HIAWATHA FIRST NATION EMPLOYMENT OPPORTUNITY

Position Title: Indigenous Outreach Worker

Location: Hiawatha, ON

Duration: Full-Time

Posting Closes/Deadline: December 14, 2018 at noon

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 Indigenous Outreach Worker is responsible for planning and delivering education and awareness programs and activities that promote mental and emotional health to the citizenship of Hiawatha First Nation. The Indigenous Outreach Worker will support, advocate and provide referral services and resources to individuals, groups, and families with a focus on youth ages 12 – 18 years. The incumbent will work closely with the L.I.F.E. Services Centre Staff and especially with the Child Wellness Protection Worker and the Family Wellbeing Coordinator 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.

Main Responsibilities:

- Coordinate supports, advocacy, resource and referral services related to mental and emotional health.
- Participate in case management planning as a resource to the Family Wellbeing Coordinator and L.I.F.E Services Centre Program Staff.
- Responsible for the creating and maintaining of solid linkages to First Nation and mainstream agencies that offer mental and emotional health services and supports and maintaining a database of the same.
- Responsible for the developing and delivery of mental health education and awareness activities, that promote wellbeing through delivering one-on-one, groups or families
- Proactively engage, assess and provide programming for youth (ages 12-18) to identify and assist with their needs and goals.
- Responsible for initial liaison with individuals and creating and maintaining case files on clients, progress and completion in accordance with the Personal Health and Information Protection Act and Personal Information and Protection of Electronic Data Act
- Develop and maintain a work plan, with detailed goals and objectives to successfully assist the citizens with mental and emotional health needs.
- Attend and participate in case conferencing with colleagues and Family Wellbeing Coordinator as required.
- Complete and update monthly written and statistical reporting as per funding requirements.
- Promote the vision, mission and values of Hiawatha First Nation

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.

Requirements:

- Post-Secondary Diploma in Social Services Worker, Child and Youth Care, Counselling or another relevant diploma and a minimum two years' relevant experience; or
- A combination of education, training or work experience which Hiawatha deems to be equivalent
- Must provide a clear CPIC and Vulnerable Sector Check

Knowledge, Skills and Abilities:

- Strong and developed skill set to engage work with youth
- Experience with computer programs (i.e. Microsoft Office, email and internet, etc.)
- Experience with budget and financial management is preferred
- Experience with researching, successful writing and reporting is preferred
- 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
- Excellent communication (oral, electronic and written)
- Excellent organizational, time management and file management skills

Behavioural Competencies:

- Must be an empathetic and non-judgemental person
- Must maintain strict confidentiality
- Be honest, respectful and trustworthy
- Be a team player
- Possess cultural awareness and sensitivity
- 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*