

MÉTIS NATION OF ONTARIO JOB POSTING

MÉTIS FAMILY WELLBEING COORDINATOR

Internal/External Job Re-Posting

Indeterminate, Full-time

Location: Cochrane, Ontario

Closes: January 25, 2019 - 4:30 p.m.

Posting: 012519-MFWB-COC

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

The Métis Family Wellbeing (MFWB) program aims to provide resources to support local children and youth affected by violence and reduce the need to bring children into care by supporting families through the least disruptive means possible.

The Métis Nation of Ontario (MNO) Healing and Wellness Branch is seeking a strong team player to serve as the MFWB Coordinator in Cochrane, Ontario, with some travel throughout the region. This permanent full-time position offers enrollment in group benefits and Registered Pension Plan upon successful completion of the three months' probation.

The MFWB program's focus is on the connection between violence in Indigenous families and communities. In order to improve child and youth outcomes over a lifetime, and reduce the need to bring children into care, the longer term objectives of the program are:

- *the reduction of the number of Indigenous children and youth in the child welfare and youth justice systems*
- *the reduction of the occurrence of violence in families*
- *the improvement of the overall health and wellbeing of communities.*

In carrying out the following duties, it is expected that the *Métis Family Wellbeing 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:

1. Deliver the MFWB program through holistic approaches
2. Deliver prevention-focused, culturally-responsive supports to promote healthy communities
3. Support families to heal from the effects of intergenerational trauma
4. Support families by addressing the over-representation of Indigenous children and youth in child welfare and youth justice systems
5. Provide client-driven services and culture-based programming
6. Assist in the development of family wellness plans
7. Deliver workshops and sharing circles
8. Ensure the program is reaching the targeted population of children and youth
9. Provide outreach that educates in preventive choices leading to healthy lifestyles
10. Provide referrals and advocacy, community networking and other relevant services with the highest level of quality and care
11. Track site budget and report to Supervisor
12. Coordinate and collaborate for additional health and wellness services with external organizations on behalf of the client as needed
13. Network with other health-related agencies as well as Indigenous organizations to promote the MFWB program
14. Attend regular MNO Northwest Métis Council meetings within the coordinator's region
15. Competently support and assist part-time culture staff with cultural programming and reporting



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Human Resources

Métis Nation
of Ontario 

16. Perform administrative duties such as purchase orders, expense submissions and program reports
17. Maintain client files and prepare intake forms, documentation, wellness plans and case noting
18. Participate in on-going professional development activities as time and financial resources permit
19. Fulfill all other responsibilities as determined by management of the Healing and Wellness Branch

Mandatory Qualifications:

- Post-Secondary education in a Social Sciences related field and/or minimum 2 years' experience in providing social support services to clients in an Indigenous setting
- Experience in organizing, implementing community based workshops/activities/community events
- Relevant background in Métis focused and broader Indigenous health promotion, recreation and social programs
- Proficiency with computer programs (Outlook, Excel, Word and PowerPoint)
- Available to work flexible hours or weekends to coordinate with program and community requirements
- Successful completion and maintenance of a Vulnerable Sector Check
- Reliable vehicle and valid driver's license (Full class "G"), \$2,000,000 liability insurance coverage
- Current CPR/First Aid Certification or willingness to obtain

Requirements:

- Knowledge of the Métis Nation of Ontario organization and programs
- Knowledge and ability to network and liaise with other Indigenous programs and services
- Ability to work as part of a team and independently with minimal supervision
- Willingness and ability to travel throughout Ontario
- Ability to lift 11.5 kg 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.