



## EMPLOYMENT OPPORTUNITY

### Community Health Representative

#### JOB SCOPE:

The Alderville First Nation is seeking a reliable, motivated and energetic individual to fill the position of Community Health Representative (CHR). This is a **full-time** position for 35 hours per week. *May require some evenings and/or weekends in the regular weekly schedule.*

The successful candidate will work under the direct supervision of the Manager, Health & Social Services and is responsible for health promotion, health education and community health development for the community of Alderville. The CHR motivates community members to participate in health program opportunities, contribute to improved community health conditions and assume active responsibility for improving and maintaining their individual level of health.

#### DUTIES & RESPONSIBILITIES:

- Develops new programs, initiatives and assists with proposal development to provides community health information, instruction and guidance to First Nation members
- Educates the community in safe health practices and proper utilization of the health care system, assists community members to identify their needs for effective community services
- Advises families and individuals of health facilities and related social benefits available from the Non Insured Health Benefits (NIHB) , Indian Affairs and other federal, provincial government agencies and community sources
- Explains non-insured health programs to the community and explains the Ojibway culture, community health needs and problems to the health care delivery team from Health Canada
- Meets with community leaders, conducts and participates in community meetings and visits homes to describe, demonstrate and encourage the practice of safe health and hygiene practices; acts as interpreter where necessary between members of the community and health care delivery team and assists with visiting officials in the conduct of their business with the First Nation.
- Meet with Government Ministries and Agencies and properly represents and promotes Alderville First Nation; maintains awareness of all relevant policies and program changes
- Liaises with other First Nation Community and Affiliated Aboriginal Organizations; exchanges information and keeps informed of the changes and trends that can be beneficial to the First Nation
- Meets with the public to represent and promote the interests of the Alderville First Nation; works in a courteous, cooperative, positive and pro-active manner; provides information and assistance as required

#### MINIMUM QUALIFICATIONS:

- Post-Secondary Degree or Diploma in one of the helping disciplines from a recognized institution and 2-3 years related experience; *Native Community Care Diploma an asset or willingness to obtain*
- Must have proven excellent communication (oral and written), interpersonal and leadership skills
- Must be highly motivated and able to work independently; excellent group facilitation skills
- Must have excellent computer skills for reporting and presentation purposes - Microsoft Suite (Word, PowerPoint, Excel), E-mail, Internet
- Must have valid Class 'G' driver's license with reliable method of transportation
- Current Criminal Reference Check and Vulnerable Sector Search required (if position offered)

**DEADLINE TO APPLY: January 18, 2018 at 4:00 pm (Late applications will not be accepted)**

**How to apply:** Submissions **must include** a cover letter, resume, salary expectations and three (3) work-related references and/or letters of reference.

**Attention:** Melissa Levesque

**RE:** Community Health Representative

e-mail to: [mlevesque@alderville.ca](mailto:mlevesque@alderville.ca) or Fax to: (905)352-3242

Or Mail to: Alderville First Nation, 11696 Second Line Road, P.O. Box 46, Roseneath, Ontario K0K 2X0

Contact Nora Sawyer at (905) 352-2011 or Melissa Levesque for more info (289) 435-2008

We thank all who apply however only those selected for an interview will be contacted.  
*Chief and Council retain the right to make the final decision on the selection of the successful candidate.*