



JOB POSTING: CONTRACT POSITION ASSISTANT WELLNESS WORKER

JOB SCOPE: The Alderville First Nation is seeking a reliable, energetic individual to fill the position of **Assistant Wellness Worker**. The successful candidate will work under the direct supervision of the Health & Social Services Manager working closely with the Cultural Coordinator to assist with providing family violence services, referrals, support and case management to clients to address existing and emerging health, healing and wellness within the First Nation. This position is also responsible for the Food Bank and the Alderville First Nation Emergency Fund.

Duration: Full-Time Contract position starting immediately to March 31, 2019. Office hours at 30 hrs per week will be Monday – Thursday from 8:15am to 4:30pm; must be flexible and willing to work evenings and/or weekends as required.

Duties & Responsibilities:

- Organizes and facilitates the bi-weekly food bank; liaises with all off-reserve service providers such as Food for All, caterers and outside services as required
- Assists Cultural Coordinator in organizing and facilitating community events (eg. Cultural awareness, education, illness prevention & crisis intervention workshops)
- Assists Cultural Coordinator to complete a work plan and report out as per AHWS agreement; Ensures that both client based activities and participant based activities are provided as per the mandatory funding requirements
- Assists the Child Welfare Coordinator, NNADAP, Community Health Representative, Nursing and other programming **as required**
- Conducts business in a manner that reflects positively on the programs
- Works closely with members of the community and health care delivery team
- Networks effectively and productively with related organizations and agencies both within and outside the community

Minimum Qualifications:

- Grade 12 diploma or equivalent experience
- Diploma in one of the helping disciplines (eg. Social Work) from a recognized institution **is an asset**
- Demonstrated knowledge and understanding of Native culture, traditions, teachings, community dynamics
- Knowledge of legislation governing First Nations
- Must have excellent oral & written communication skills, interpersonal skills;
- Must possess a high level of active listening skills, and excellent public relation skills;
- Demonstrated group facilitation/presentation skills;
- CPR, First Aid and AED
- 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)

Notes:

- Persons of First Nation ancestry are encouraged to apply and identify themselves in their cover letter

Salary: Alderville First Nation Salary Grid will apply – targeted start rate is \$15.00 per hour

Deadline to Apply: Thursday, May 31, 2018 @ 4:30p.m.

How to apply: *Applications must include a cover letter, resume and three work-related references and/or letters of reference.*

Applications can be hand delivered to the reception area of the Alderville First Nation Administration Office or:

E-mail to: mlevesque@alderville.ca

Fax to: (905) 352-3242

Mail to: Alderville First Nation

11696 Second Line Road, Roseneath, Ontario K0K 2X0

Attention: HR Manager, Melissa Levesque

RE: *Assistant Wellness Worker*

For full job description, contact Joanne Smoke or Melissa Levesque at (905) 352-2011. 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.