



## JOB POSTING

### Healthy Lifestyles Outreach Worker

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

**Job Scope:** The Alderville First Nation is seeking a dependable, enthusiastic individual to fill the position of **Healthy Lifestyles Outreach Worker**. Reporting into the Director of Health & Social Services this position provides a variety of client directed, strength-based, culturally competent community based services promoting mental and emotional health.

This is a *full-time permanent* position starting immediately. Office hours at 35 hrs per week will be Monday – Thursday from 8:15am to 4:30pm and Friday 8:15am to 1:15pm, however, **must** be willing and available to work evenings and/or weekends as required.

#### Key Job Functions:

##### Planning and Advisory Services

- Develop schedules with local counselling services to come to the community to offer one-on-one counselling, youth and family counselling as need dictates;
- Provide support to children, youth and families and groups in the community;
- Provide community education, support and activities;
- Provide referrals to in-house staff and culturally appropriate services;
- Works closely with Child Care Worker in follow-up with case planning of clients;
- Facilitates junior youth activities and P.A. Days;
- Collaborate with local community agencies and administers Mental Health Programs as required;

##### Liaison

- Positively represents and promotes the Alderville First Nation; exchanges information and keeps informed of the changes and trends that can be beneficial to the First Nation;
- Represents and promotes the interests of the Alderville First Nation; works in a courteous, cooperative, positive and pro-active manner, provide information and assist as required;
- Develops a liaison with First Nations and other local, provincial and federal agencies in order to maintain a mutual awareness of needs, problems and policies.

#### Qualifications:

- A post-secondary degree or diploma in the field of Social Services;
- Experience and/or training in Privacy Legislation required
- Must have valid Class 'G' driver's license with reliable method of transportation
- Excellent computer experience in MS Word, Excel, Publisher
- Strong attention to detail, accuracy and organizational skills
- Able to prioritize and meet deadlines
- Strong listening, oral and written communication skills
- Self-motivator with ability to work independently and in a team environment
- Criminal Reference Clearance (CPIC) and Vulnerable Sector Clearance are requirements of the employment offer

#### Preferred experience:

- Minimum of 2 years' experience providing counselling services to children, youth or families
- Nonviolent Crisis Intervention Training

- Applied Suicide Intervention Skills Training
- Strong Computer skills: Microsoft Word, Excel, PowerPoint, Publisher, accounting spreadsheets, document software, Outlook, Internet; knowledge and practical experience/proficiency with database management.

**Salary:** Alderville First Nation Salary Grid will apply – targeted start rate is \$17.84 to \$18.78 per hour

**Deadline to Apply:** Tuesday, February 12, 2019 at 4:30 PM - late applications will not be considered.

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

Persons of Aboriginal ancestry are encouraged to apply and should identify themselves in their cover letter.

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

**E-mailed to:** [mlevesque@alderville.ca](mailto:mlevesque@alderville.ca)

Fax to: (905) 352-3242

**Mailed to:** Alderville First Nation

11696 Second Line Road, Roseneath, Ontario K0K 2X0

**Attention:** HR Manager, Melissa Levesque **Re:** *Healthy Lifestyles Outreach Worker*

For full job description, contact Malcolm Ponnayan at (905) 352-2140. 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.*