

# Full-time Permanent Employment Opportunity



## Full-time @ 35 hours/week

### Normal Hours of Work

Monday - Thursday:  
8:15am to 4:30pm  
&

Friday:

8:15am to 1:15pm

**\*flexing of hours  
expected\***

## Salary:

\*Start Rate - \$27.89 to  
\$30.24 per hour\*

\*While Alderville First  
Nation Salary Grid will  
apply - **start rate will  
be commensurate with  
experience.**

## Benefits:

- Paid Vacation!
- Paid time off over  
Holiday Shutdown!
- 14 Statutory  
Holidays!
- Paid Sick Leave!
- Group Health &  
Dental Benefits  
including Long-term  
Disability (LTD) and  
Employee Family  
Assistance Program  
(EFAP)!
- Pension Plan with  
Employer Match!

## Family Wellbeing Coordinator

### Position Summary:

The Family Wellbeing Coordinator ensures the needs of the Alderville community are met by encouraging active participation in wellness programs held throughout the AFN Community. Works in partnership with all members of the Health & Social Services Team and other AFN Program Coordinators to organize programming for children, youth, and families. Includes culturally based education & awareness activities in programming to promote spiritual, physical, mental, and emotional health for the community members of Alderville First Nation.

### KEY JOB FUNCTIONS:

- Coordinates culturally based support, advocacy, resource, and referral services related to mental and emotional health for members of AFN.
- Utilizes a drop-in facility for children, youth, and families.
- In partnership with the Health & Social Services Team, develops and facilitates programs to encourage positive parenting, and promotes positive lifestyle programs with the intent of decreasing family violence; ensures cultural content as appropriate.
- Assists with holiday programs and special events for families and the AFN Community throughout the year including March Break and Summer Vacation related activities.
- Organizes and facilitates the weekly food bank, or as may be needed, inclusive of keeping organized, constant stock of products and inventory.
- Liaises with all off-reserve service providers such as Food for All, caterers, and external agency services as required.
- Assures budgetary responsibilities and reporting timelines.

### Liaison

- Keeps up to date on government programs, funding and grants and other initiatives relating to Indigenous people as it relates to Family Wellbeing.
- Prepares proposals for submissions to appropriate funders.

### Administration

- Adheres to the requirements of funding agreements including responsibility for quarterly and annual financial & statistical reports to funding agencies and AFN.
- Maintains a computerized and manual document management/filing system for client files, statistical records and for planning purposes.
- Coordinates and prepares submissions for the Monthly Community Newsletter & other forms of relevant media sites for advertising programs, etc.
- Submits related information for community, staff, and members on AFN web portals.

### Other Accountabilities:

- Participates in special projects, assigned tasks and other duties as required by the Health and Social Services Manager.

# Family Wellbeing Coordinator cont'd



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- Pension Plan with Employer Match!

## Minimum Qualifications:

- A post-secondary degree or diploma in Social Work, Child Welfare, Prevention, or related discipline.
- Minimum of 5 years' related work experience in a First Nation with a focus on Prevention, or any combination of education, training and experience that demonstrates the ability to competently complete the required duties.

### Specialization required:

- Valid driver's license and \$1M liability insurance.
- Vulnerable Sector Screening acceptable to position upon conditional offer.
- Knowledge and understanding of Native culture, traditions, teachings, community dynamics.
- Knowledge of legislation governing First Nations.
- Initiative and ability to work independently to meet deadlines.
- Ability to analyze problems, recommend and implement solutions.
- Good interpersonal skills to deal with First Nation residents.

### Considered an asset:

- Non-violent Crisis intervention an asset.

## Preferred Experience:

- Work experience with a First Nation or Indigenous Organization.
- Must have demonstrated administrative and financial accountability.
- Good computer skills: Microsoft Word, Excel, PowerPoint, Publisher, Outlook, internet research; knowledge and practical experience/proficiency with database management an asset.
- Experience and/or training in Privacy Legislation required.
- Excellent communication (oral and written) and presentation skills.
- Ability to work independently and as part of a team, demonstrating organizational and prioritizing skills.

*\*\* For full job description, contact Human Resources\*\**

## Deadline to Apply: **Tuesday, April 23rd, 2024.**

## How to Apply:

Applications must include a cover letter, current resume and three work-related references (name, phone #, email address of former Supervisors) and/or letters of reference.

## How to Contact:

Human Resources Recruitment

Phone: 905-352-2011 ext. 217

Email: [humanresources@alderville.ca](mailto:humanresources@alderville.ca)

## Note:

Consideration will be given to documented past employment performance, attendance and reliability history for applicants previously employed by AFN. Applicants must meet the minimum qualifications outlined to be considered for an interview. Only those applicants selected for an interview will be contacted.

The AFN is committed to employment equity. All qualified candidates are encouraged to apply, however, qualified candidates who self-identify as members of Alderville First Nation or as "Aboriginal" as defined in the AFN Recruitment Policy, will be given preferential consideration for any position.

**Chief & Council retain the right to make the final decision on the selection of the successful candidate.**