

# 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 - \$32.07 to \$34.77 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!

## Healthy Lifestyles Wellbeing Coordinator

(formally called National Native Alcohol & Drug Abuse Program Coordinator)

### Position Summary:

The Healthy Lifestyles Wellbeing Worker provides counseling and activities that support individuals and families dealing with alcohol and drug dependency and its related issues including community outreach, presentations, creating and delivering programs and events, assessments, and referrals.

### KEY JOB FUNCTIONS:

- Develops, maintains, and coordinates a Drug & Alcohol activities and awareness program focused on the reduction and prevention of substance abuse within the community of Alderville.
- Meets with clients (and when appropriate their families) to provide a needs assessment, counseling, and referral of support services to outside agencies and/or treatment centers.
- Takes a leading role in case management to ensure that clients are receiving adequate support and that services provided are well documented.
- Maintains a knowledge base on all areas of responsibility including one-on-one and group counselling, referrals, case management and pre and post trauma care, shares responsibility for promotion and prevention programming.
- Carries out duties and responsibilities in a manner which reflects the philosophy and guiding principles of the Alderville Health vision and mission statement and within the policies and procedures established by the organization.

### Planning and Advisory Services

- Provides guidance and peer counseling and make referrals as required to external service providers i.e. treatment centers & programs in the reduction of substance abuse.
- Initiates and facilitates community meetings, workshops, gatherings, and events relevant to the prevention of all substance abuse.
- Assists the community in developing programs as determined by need.
- Assists with prevention and youth initiatives.

### Liaison

- Liaises with existing service providers, government affiliations, programs, agencies, and facilities in the surrounding area.
- Collaborates and networks with other departments and community organizations.
- Works in a courteous, cooperative, positive, and pro-active manner with both staff and community members.
- Provides information and assistance as required.
- Represent and promote the interests of Alderville First Nation.

### Administration

- Prepares reports on the progress of the program as directed by Supervisor.
- Prepares and writes quarterly and annual reports as well as monthly newsletter articles.
- Documents and maintains accurate client records and cases completely in confidential files.

### Other Accountabilities:

- As an essential worker, must be available to work flexible hours as may be required.
- Accountable to the Alderville First Nation, Chief and Council, Manager of Health & Social Services, Government and Agency Funders.
- Adheres to all Alderville First Nation Personnel and Operational Policies.
- Assists with the implementation of Alderville First Nation's Emergency and/or Pandemic Plan as required; accepts redeployment as directed.

# Healthy Lifestyles Wellbeing Coordinator cont'd



## 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 - \$32.07 to  
\$34.77 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!

## Minimum Qualifications:

- Minimum of post-secondary diploma in Psychology, Social Work, Addictions, or related field.
- Demonstrated knowledge and understanding of Ojibway culture, traditions, teachings, community dynamics.

### Specialization required:

- Certificate in Addictions Counselling (training will be provided).
- Vulnerable Sector Screening upon conditional offer.
- Valid driver's license and \$1M liability insurance.
- Current CPR/Artificial Emergency Defibrillator (AED) certification and update as required.

### Considered an asset:

- Experience in Addiction Services and/or Drug and Alcohol Abuse Counselling.
- Knowledge and understanding of Ojibway culture, traditions, teachings, community dynamics.
- Good interpersonal skills to deal with First Nation residents.

## Preferred Experience:

- Extensive knowledge and experience in developing and delivery of client-based addiction services, referrals, linkages, case management and related addiction prevention programming.
- Knowledge of the nature of alcoholism, current methods, and best practices in reducing addictions and current Native programs focusing on counseling, treatment, and rehabilitation.
- Demonstrated ability to always maintain complete confidentiality of all information.
- Group facilitation skills and proven ability to facilitate programs and events.
- Ability to network effectively and productively with related organizations and agencies both within and outside the community.
- Must have excellent computer skills for reporting and presentation purposes.
- Excellent organizational, interpersonal, written, and oral communication skills.
- Initiative and ability to work independently to meet deadlines.
- Ability to analyze problems, recommend and implement solutions.
- Work experience with a First Nation or Aboriginal Organization.

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

**Deadline to Apply: Tuesday, April 23<sup>rd</sup>, 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.*