



# Community Health Representative - 10-month Contract

## Reporting to Health & Social Services Manager

### Health & Social Services Department

**10 month - CONTRACT  
FULL-TIME @ 35 HOURS  
PER WEEK**

**Normal Work Hours:**

Monday – Thursday:  
8:15am to 4:30pm  
&  
Friday:  
8:15am to 1:15pm

***This is an in-office  
position.***





***\*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:**

-  Vacation Pay with each pay.
-  Paid time off over Holiday Shutdown!
-  14 Statutory Holidays!
-  Paid Sick Leave!

**JOB SUMMARY:**

The **Community Health Representative (CHR)** is responsible for health promotion, plans health prevention activities, and promotes wellness education for the community of Alderville First Nation. The CHR motivates community members to participate in health program opportunities, contributes to improved community health conditions and assumes active responsibility for improving and maintaining good health.

**KEY JOB FUNCTIONS:**

**Planning and Advisory Services:**

- Develops new programs, initiatives and assists with proposal development.
- Provides community health information, instruction and guidance to First Nation members and educates the community in safe health practices and proper utilization of the health care system.
- Assists the community to identify their needs for effective community services.
- Prepares and/or distributes printed material, showing films, slides etc., and gives prepared presentations on health and hygiene to target groups in conjunction with other health staff.
- Advises families and individuals of health facilities and related social benefits available from the Non-Insured Health Benefits (NIHB), Indigenous Services Canada and other federal, provincial government agencies and community sources.
- Explains Non-Insured Health Benefits (NIHB) health programs to the community.
- Develops an annual plan for the Alderville Community Health program.

**Liaison:**

- Meets with community leaders, conducts, and participates in community meetings.
- Visits homes to describe, demonstrate and encourage the practice of safe health and hygiene practices.
- Acts as liaison where necessary between members of the community and health care delivery team and assists with visiting officials in the conduct of their business with Indigenous people.
- Meets with the Health & Social Services Manager to receive direction, guidance, and encouragement; discuss plans and priorities.
- Liaises with other staff with proper courtesy, cooperation, and teamwork.
- As directed by the Health and Social Services Manager, meets 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 Indigenous 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.

**Administration**

- Provides monthly reports to the Health & Social Services Manager.
- Processes all non-insured health benefits in accordance with the processes that are in place.
- Prepares proposals to access funding to help offset the cost for community health needs.
- Applies for and oversees the Williams Treaty Medical Assistance Fund for members of Alderville.
- Maintains annual funded budgets assigned and prepares reports according to timelines.

**Related and other duties:**

- Conducts several community health services for members by:
  - Participating in health clinics and providing first aid treatment.
  - Making reports of sickness or injury to hospital or other health professionals by telephone or in person.
  - Follow up on patients' health issues; ensures that services and resources are available.
- Participates in various Health Team planned events, Annual Health Fairs, and hosts Rabies Clinics.

- Inspects animal biting incidents and quarantines animals as required; liaises and guided by the ISC Environment Health Officer.
- Arrange preliminary and final septic and well installations inspections with the EHO in conjunction with the Capital and Infrastructure personnel.
- Other related duties as outlined by Health & Social Services Manager.

**MINIMUM QUALIFICATIONS:**

- A post-secondary diploma in Social Work and/or Native Community Care Diploma.

*Specialization required:*

- Current 1<sup>st</sup> Aid/CPR & with Artificial Emergency Defibrillator (AED) certification and update as 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:**

- Maintain a healthy lifestyle and be a role model.

**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: *Thursday, October 17<sup>th</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.*