



Child & Family Wellbeing Outreach Coordinator

Reporting to Child & Family Wellbeing Manager

Child & Family Wellbeing Department/Health & Social Services

**PERMANENT
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.

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!

JOB SUMMARY:
The *Child & Family Wellbeing Outreach Coordinator* provides a variety of client directed, strength-based, culturally competent community-based services promoting mental and emotional health for families who have Child Wellbeing involvement.

- JOB DUTIES & RESPONSIBILITIES:**
- Planning and Advisory Services**
- Liaises and coordinates one to one counselling appointment schedules with local accredited service providers to be delivered in the community.
 - Provides guidance and support to children, youth, families, and groups in the community.
 - Integrates program planning and events with other department programs while providing services to members.
 - Provides community education, prevention and awareness support and activities.
 - Provides referrals to in-house staff and culturally appropriate services.
 - Works with Healthy Lifestyles Wellbeing staff when there are clients presenting with addictions.
 - As required, represent and be the voice of the member, and lead case management discussion for mental health and wellness.
 - Works with the Child & Family Wellbeing team to assist with case planning for clients and families.
 - May attend Child Wellbeing investigations with families to provide mental health support to the family when needed.
 - Facilitates youth activities and coordinates plans for weekly activities, P.A. Days, and school breaks.
 - Collaborates with local community agencies and administers Mental Health and Wellness Programs.

- Liaison:**
- Maintains knowledge and trends impacting Indigenous mental health and wellness.
 - Partners with families of youth and children to provide mental health support and services as needed.
 - Positively represents and promotes the interests of the Alderville First Nation; works in a courteous, cooperative, positive, and pro-active manner, provides information, and assists as required.
 - Develops a rapport with First Nations, Child Wellbeing agencies and local, provincial, and federal agencies to maintain a mutual awareness of needs, problems and policies.

- Related and other duties:**
- Prepares reports within the time frames expected by funding agencies.
 - Participates in EMR (Electronic Medical System) for records, case management, and data collection.
 - Ensures client confidentiality is maintained.
 - Flexible to work flexible hours, including evenings and/or weekends.
 - Maintains and adheres to spending criteria for annual planning budgets.

MINIMUM QUALIFICATIONS:

- A post-secondary degree or diploma in the field of Social Services.

Specialization Required:

- Minimum of 2 years' experience providing counselling services to children, youth, or families.
- Mental health education/training.
- Nonviolent Crisis Intervention Training.
- Applied Suicide Intervention Skills Training.
- Ability to work flexible hours, including evenings and/or weekends.

Considered an asset:

- Knowledge and awareness of Indigenous culture, traditions, teachings, community dynamics with an understanding of the impacts of trauma.
- Experience in program delivery and administration.
- Experience and/or training in Privacy Legislation.

Minimum Requirements:

- CPR and First Aid, and AED; ongoing renewal as required to maintain current certification.
- Criminal Reference check and Vulnerable Sector Search are required if employment is offered.
- Must have valid class 'G' Ontario Driver's License, \$1M liability insurance and access to reliable transportation.

PREFERRED EXPERIENCE:

- Strong communication skills, with the ability to build positive working relationships essential for roles and responsibilities.
- Strong Computer skills using Microsoft Word, Excel, PowerPoint, Publisher, Outlook, and Internet; knowledge and practical experience/proficiency with database management (eg. EMR).
- Proven work experience with a First Nation or Aboriginal Organization.

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

DEADLINE TO APPLY: *Tuesday, January 7th, 2025.*

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

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.