



Caldwell First Nation

14 Orange Street, Leamington, Ontario N8H 1P5

Phone: 519-322-1766 Fax: 519-322-1533

Reposted: Wednesday, March 6, 2019

Deadline: Wednesday, March 27, 2019 at 2:00pm

Tentative Interview Date: Friday, March 29, 2019

Position: **COMMUNITY WELLNESS WORKER**

Department: **HEALTH**

Report To: **HEALTH PROGRAMS COORDINATOR**

Status: **FULL-TIME CONTRACT POSITION**

Job Summary:

The Community Wellness Worker (CWW) will develop, provide, facilitate and/or coordinate a variety of support services and education that are culturally sensitive to aide and improve healing and wellbeing of Caldwell membership. The CWW is a resource to clients in achieving their wellness goals and will uphold client confidentiality at all times.

Principle Duties & Responsibilities

- Follow funding guidelines and all funding requirements for a variety of program funding assigned/ meet all reporting deadlines ahead of scheduled due dates.
- Adequate knowledge of general office policies and procedures involving procurement, travel arrangements, budget management, reports, and personnel.
- Provide client-based services such as peer counselling, assisting clients to access services, advocacy, crisis intervention, and referrals.
- Provide participant-based activities such as workshops, presentations, health fairs, public education, and awareness campaigns open to a targeted group or community at large. (ex. HIV/AIDS, healthy babies healthy children, fetal alcohol spectrum disorder, diabetes, etc.)
- Provide traditional participant-based activities involving the specific use or development of traditional indigenous knowledge, practices, medicines, teachings, or organize to bring in traditional teachers through workshops/teaching sessions.
- Provide health-related programs and coordinate activities based on funding requirements.
- Maintain and submit quarterly reports to the Health Programs delegate with all participant numbers or statistical information, any new client needs observed, and feedback from any events held.

- Maintain client files, record information, update paperwork, maintain documents, and prepare creative and innovative flyer/event information through Excel, Word, and PowerPoint programs with attention to detail.
- Possess knowledge of application data privacy laws and uphold client confidentiality at all times.
- Collaborate with all staff to ensure smooth Health Department operation, including Program Managers, Senior Managers, and Council.
- Perform other duties as reasonably required.

Qualifications

- Minimum diploma in health or social services field from an accredited University or College.
- 1-2 years experience working in community setting, social service field, or health field required.
- Working experience and knowledge of Excel, Word, and PowerPoint programs and applications.
- Ability to travel and access to own reliable vehicle.
- Ability to work various hours, weekends, and possibly overtime if required.
- Current Vulnerable Sectors Police Clearance.
- CPR and First Aid Certification.
- Class G Drivers Licence.
- Strong critical thinking skills, conflict resolution skills, organizational skills and ability to work both independently and within team setting.
- General mathematical, budgeting, and event planning skills.
- Strong telephone manners, interpersonal skills, verbal skills and ability to communicate with all levels of the executive team.

Applications MUST Include:

- Current cover letter.
- Current resume.
- Three references on your behalf with appropriate contact information. One should be your current or most recent employer.

Criminal Record and vulnerable sector check will be required from the successful applicant.

Please allow 1-2 hours for interview time as computer testing composes part of the interview score.

Please submit cover letter and resume to:

Tammy Jolicoeur, Executive Assistant

Caldwell First Nation

14 Orange Street

Leamington, ON N8H 1P5

tammy.jolicoeur@caldwellfirstnation.ca

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