



# 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 POSITION**

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## 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](mailto:tammy.jolicoeur@caldwellfirstnation.ca)

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