



Caldwell First Nation

14 Orange Street, Leamington, Ontario N8H 1P5

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

Date Posted: **Tuesday, March 23, 2021**

Closing Date: **Tuesday, April 6, 2021 at 4:00 PM**

POSITION: **HEALTHY MINDS & OUTREACH WORKER**

DEPARTMENT: **HEALTH DEPARTMENT**

REPORT TO: **HEALTH PROGRAMS MANAGER**

STATUS: **FULL-TIME CONTRACT POSITION**

Job Summary:

The Healthy Minds & Outreach (HMO) worker is responsible for program development, community engagement, and service delivery to the citizens of Caldwell First Nation. A key component of this position is relationship building/engaging skills in an effort to make positive changes in their lives. The HMO staff member is responsible for providing support to clients to link them to appropriate mental health, life skills, and healing programs and services as required. The HMO staff member is a resource to clients in achieving their cognitive wellness goals, a confidant to provide short counselling sessions to assess clients needs, and will uphold client confidentiality at all times.

Principle Duties & Responsibilities

- Provide participant-based activities which involve the development and implementation of primary prevention/health promotion strategies that are intended to promote mental health and healing. Such as increased awareness/knowledge of mental health, promotion of healthy behavioural change including increased self-esteem, coping skills, fostering individual resilience, while incorporating Indigenous culture and cultural approaches.
- Respond to crises, in a non-clinical capacity, and refer clients to other resources as appropriate.
- Deliver presentations and workshops as required, with at least one engagement for the community on a monthly basis, oriented towards reducing and preventing family violence and improving indigenous mental health knowledge base. Such as, but not limited to, promoting positive change in values, attitudes, and behaviours; fostering

healing and enabling individuals, families and communities to achieve and enjoy a healthy and balanced life.

- Provide traditional participant-based activities involving the specific use or development of traditional indigenous knowledge, practices, medicines, teachings, or organize to bring in traditional knowledge keepers/teachers through workshops/teaching sessions.
- Follow funding guidelines and all funding requirements at all times for a variety of program funds assigned and 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.
- Record, maintain and submit quarterly reports to the Health Programs Manager with all participant numbers/data, any new client needs observed, and feedback from all events held in the quarter.
- Record all pertinent event information, update paperwork, maintain documents, and prepare creative and innovative event information flyers through Excel, Word, and PowerPoint programs with attention to detail.
- Develop a report after each event following the supervisor's report template and submit to the Health Programs Manager.
- Uphold client confidentiality and possess knowledge of application data privacy laws 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 by the Health Programs Manager within the scope of the responsibilities of this position.

Qualifications

- College Diploma or University Degree from a recognized accredited post-secondary institution in community development, mental health, child and youth services, or a related field.
- Experience in engaging First Nations considered an asset.
- Strong critical thinking skills, conflict resolution skills, and ability to work both independently and within a team setting.
- Excellent written and verbal communication skills in developing and delivering activity plans.
- Effective and well-developed interpersonal skills and ability to maintain positive working relationships.
- Strong organizational and time management skills with the ability to multi-task and meet deadlines with accuracy and attention to detail.
- Knowledge, skill and experience in advocacy, crisis intervention, de-escalation counselling and conflict resolution.
- Experience in program planning, development, and evaluation.
- Ability to be creative and innovative.
- Confident and consistent decision-making skills.

- Ability to work independently and as a team member.
- Ability to balance demands and priorities and to manage effectively.
- Valid Ontario Driver's Licence, auto insurance and reliable transportation.
- Working experience and knowledge of Excel, Word, and PowerPoint programs and applications.
- Ability to work flexible hours and outside of office hours at times as needed.
- Current Vulnerable Sectors Police Clearance.
- CPR and First Aid Certification.
- Class G Drivers Licence.

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, driver's abstract and current CPR and First Aid will be required from the successful applicant prior to starting employment.

Please submit cover letter and resume to:

James Siu, Human Resources Generalist

Caldwell First Nation

14 Orange Street

Leamington, ON N8H 1P5

hr@caldwellfirstnation.ca

P: 519.322.1766 x1239 | F: 519.322.1533
