



CONSTANCE LAKE FIRST NATION  
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#### JOB POSTING

### **Liaison Officer Full Time/Permanent Position**

#### **OVERVIEW:**

If you are looking for an exciting and engaging opportunity, the Jane Mattinas Health Centre (JMHC) is seeking candidates to fill the full time permanent position of a Liaison Officer. Under the supervision of the Health Administrator, you will facilitate communication between patients and health services during transitions in care. Jane Mattinas Health Centre will base its recruitment of staff for all its operations on the person's qualifications, skills and abilities including cultural competency and willingness to become culturally competent.

#### **PREFERRED QUALIFICATIONS/REQUIREMENTS:**

- Registered Nurse/Registered Practical Nurse in good standing with the College of Nurses of Ontario OR Social Worker in good standing with the OCSWSSW, OR other allied health professional with relevant skill set
- Indigenous cultural competency training an asset
- Minimum of 2-5 years nursing or social work experience or in another allied health field
- Knowledge of system navigation, community resources
- Ability to assist and support in processes of engaging and building mutually supportive relationships
- Experience in an Indigenous health and or social service organization, hospital or community-based case management, health promotion, public health or social work
- Proficiency in the use of computers and various software applications including electronic health records
- Demonstrated knowledge of health care system as it relates to Indigenous communities, or willingness to learn
- Demonstrated problem solving, critical thinking and ability to work autonomously
- Excellence in communication, partnership building and inter professional care commitment
- Must pass drug and alcohol test;
- Must pass the Criminal Records and Vulnerable Sector Search.

#### **DUTIES AND RESPONSIBILITIES:**

##### System Navigation

- Coordinate continuity of care; facilitate discharge planning, collaborate with circle of care partners; assist seamless care transitions
- Ensure the early engagement of client identified caregivers in development of the care plan, and determine any education or training they may require to support the client in their living arrangement of choice upon discharge.

##### Operations

- Relationship building across trans disciplinary teams and community partners formalizing process to strengthen efficient transitions across the care sector;

Please submit your resume, cover letter and 3 references either by mail, fax, in-person at the Band Office or by email to:

**Samantha John-George**  
**Employment Coordinator**  
**Constance Lake First Nation**  
**P.O.Box 4000**  
**Constance Lake, Ontario P0L-1B0**  
**Fax: 705-463-2222**  
**Email: [Samantha.john-george@clfn.on.ca](mailto:Samantha.john-george@clfn.on.ca)**

**DEADLINE FOR APPLICATIONS:** Until the position is filled.

While we appreciate all applications, only those selected for an interview will be contacted. Application date may be extended until a successful candidate is chosen.