



MARTEN FALLS FIRST NATION #65

Ogoki Post, Ontario P0T 2L0 Tel: (807)349-2509 Fax: (807) 349-2511

Internal/External Job Posting

Position: Choose Life Program Manager

Start Date: immediately

Location: Marten Falls First Nation/Thunder Bay, ON (1 each)

Posting Closing Date: September 30, 2022

File#: 2022-09-20

Job Overview:

The Choose Life Project Manager assists Marten Falls First Nation as it navigates and accesses services through the Choose Life application process and works collaboratively with Health Canada.

Reports To:

The Choose Life Project Manager is under the direct supervision of the Band Administrator.

Some Examples of Responsibilities and Duties:

- provide awareness and messaging on the Choose Life application process to the Marten Falls First Nation community members, band office staff departments, and Chief and Council.
- provide a case management role in assisting Marten Falls First Nation staff in the completion, submission, and tracking of the application process.
- complete and maintain case records including completing required documentation in a timely manner.
- assist the Choose Life Coordinator in the preparation and delivery of activities, when needed.
- develop and maintain a good working relationship with Health Canada;

Qualifications:

- A degree and or diploma in the Social Services field, or health related diploma, or degree and/or five years related education and practical experience is preferred.
- Five years' successful employment experience in early intervention services or a health related field.
- Demonstrated excellent interpersonal and communication skills in previous employment positions.
- Demonstrated excellent organizational skills in previous employment positions.
- An ability to travel regularly as needed between Marten Falls First Nation and Thunder Bay.
- An ability to speak the Marten Falls language is an asset.

- A demonstrated ability to work independently and under supervision, as a key member of a team;
- Proficient with documents, file saving, email.
- Understand and demonstrate confidentiality requirements;
- An acceptable to Marten Falls Education Criminal Record Check, Vulnerable Sector Screening.
- A Criminal Records Check, Vulnerable Sector Screening acceptable to Marten Falls First Nation.

Apply To:
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(807) 349-2509

Confidential Information provided by applicants will be used for the purposes of this competition only and is protected in accordance with the Municipal Freedom of Information and Protection of Privacy Act.

Marten Falls First Nation thanks all applicants for making known their interest in the position. Only those applicants who have been selected for an interview will be contacted.