



Jane Mattinas Health Centre

Constance Lake First Nation, Ontario

P.O BOX 4000 - P0L1B0

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JOB POSTING

Family Wellbeing Coordinator – Permanent Full Time Position

OVERVIEW:

Under the supervision of the Health Administrator, the Family Well Being Coordinator will perform and provide a wide variety of duties and responsibilities. Some of these are summarized below, please contact the Health Administrator for a detailed job description.

QUALIFICATIONS:

- ☐ Grade 12 Education.
- ☐ A degree/diploma/certificate in health, education or social services would be an asset.
- ☐ Excellent interpersonal and communication skills dealing with clients in a clinical setting.
- ☐ Excellent computer skills.
- ☐ Must have good organizational skills.
- ☐ Ability to operate office equipment.
- ☐ Ability to communicate in Ojibway, Cree or Oji-Cree an asset
- ☐ Current CPR and First Aid.
- ☐ Valid Driver's License and access to a vehicle

DUTIES AND RESPONSIBILITIES:

- ☐ Work with community members, band representatives, the health team and leadership to conduct program development, and program design. Further, to provide community-based programming for children and youth and families who have experienced violence and /or trauma.
- ☐ Connect families and individual to community-based services. Conduct coordination of supports and services at the community level.
- ☐ Assist families/children/youth to navigate services (Children's Welfare, Youth Justice, Family Court, Violence Against Women systems)
- ☐ Assist with the development of "Safe Places."
- ☐ Organize community events/activities/workshops that are: culturally-based; prevention focused; and that promote family, child, youth well-being, family connectedness and family safety, including organizing land-based and traditional healing and support programs.
- ☐ Maintain program data collection and reporting requirements.
- ☐ Work as a team with other programs in program delivery such as outreach, band reps, healthy babies program (Family Resource Centre)
- ☐ As part of the Organization, contribute in a positive manner to the development and implementation of organizational initiatives
- ☐ Perform other duties when required and requested

Please contact the Health Administrator at the Jane Mattinas Health Centre for a complete version of this job description.

Deadline for application is Friday, May 26, 2023 @ 4:00 p.m.

Please submit your resume, cover letter at the Band Office or by email to:

Shanayah Echum, Council Executive Secretary
Constance Lake First Nation
P.O. Box 4000, Constance Lake, ON P0L 1B0
Email: shanayah.echum@clfn.on.ca

Only those selected for an interview will be contacted. We thank you for your interest.