

# KIIKENOMAGA KIKENJIGEWEN EMPLOYMENT & TRAINING SERVICES



## JOB DESCRIPTION

### Wellness Warrior – Summer Student

#### Purpose

The Wellness Warrior Summer Student will work in coordination with the ISETS and Wellness team to provide support and host wellness workshops in the remote Matawa First Nation communities. The Summer Students will engage with community members in interactive and meaningful mental health and wellness 3-day workshops.

#### Scope

Reporting to the ISETS Manager, the Wellness Warrior Summer Student will train under the Wellness Coordinator in Mental Health and Wellness techniques. These skills and newly developed workshops will then be deployed as a team to the community members in 8 remote Matawa First Nation communities and their membership.

#### Reporting to

ISETS Manager

#### Education

- Willingness to learn
- Some Post Secondary

#### Previous Experience

- Previous experience is considered an asset.
- Relevant educational background or equivalency would be considered an asset.
- Experience working within Aboriginal communities or with Aboriginal clients is an asset.
- Desire to learn effective office procedures and/or skills.
- Some computer software knowledge, including e-mail, word-processing, database, and spreadsheet software.
- Experience or interest in working with people in a facilitation environment.

#### Knowledge, Skills, and Abilities

- Written and verbal communication skills or desire to learn and willing to learn report writing skills.
- Good problem-solving skills.
- Knowledge of KKETS, Matawa Tribal Council, and other Indigenous organizations.
- Ability to travel overnight or longer.
- Ability to lift and carry heavy objects as required by facilitating workshops.
- Fluency in Ojibway or Oji-Cree is considered an asset.

#### Proficiency in Computer Use

- Word processing
- Spreadsheets
- Databases
- Email
- Internet
- Research
- Have an interest or desire to learn the above mentioned

#### Personal Characteristics

- **Ethics:** Ensure your own behaviour and the behaviour of others is consistent with the standards and values of the organization.
- **Confidentiality:** Maintain strict confidentiality both inside and outside of the workplace
- **Relationships:** Establish and maintain positive working relationships with others both internally and externally to achieve the goals of the organization
- **Communication:** Speak, listen, and write in a clear, thorough, and timely manner using appropriate and effective communication tools and techniques

- **Client focus:** Anticipate, understand, and respond to the needs of internal and external clients to meet or exceed their expectations within the organizational parameters
- **Teamwork:** Work cooperatively and effectively with others to set goals, resolve problems, and make decisions that enhance organizational effectiveness
- **Decision making:** Assess situations to determine the importance, urgency, and risks, and make clear decisions that are timely and in the best interests of the organization
- **Leading:** Positively influence others to achieve results that are in the best interests of the organization
- **Organization:** Set priorities, develop a work schedule, monitor progress towards goals, and track details, data, information, and activities
- **Planning:** Determine strategies to move the organization forward, set goals, create, and implement action plans, and evaluate the process and results
- **Problem-solving:** Assess problem situations to identify causes, gather and process relevant information, generate possible solutions, and make recommendations and/or resolve the problem, often using creativity and innovative thinking
- **Energy:** Bring energy and enthusiasm to the workplace
- **Flexibility:** Adapt to changing scenarios and stimuli
- **Quality:** Focus on details and ensure all work is of a high standard of quality
- **Results:** Focus on achieving desired outcomes of all tasks undertaken
- **Accountability:** Be reliable, dependable, and accountable for personal actions
- **Coaching:** Coach and mentor others to help them develop both professionally and personally
- **Professional development:** Be driven to continuously improve professional knowledge and skills

#### Working Conditions

- The employee may have to travel locally and throughout the region to various communities during different weather conditions
- The employee may have to lift, carry, and manage various equipment and supplies
- The employee may have to spend long hours sitting to use computer or office equipment or to attend meetings
- The employee may be required to work in an environment that is busy and noisy, with frequent interruptions and distractions
- The employee may be required to manage multiple tasks and projects at one time
- The employee may be required to work odd or long hours under stressful conditions at certain times to complete special requests or projects

#### Primary Duties and Responsibilities

##### PLANNING

- The Wellness Warrior will promote and carry out the program's activity requirements.

##### COORDINATION

- Ensure that the Workshop facilitation meets the expectations of its clients, Board, and Funders.
- Communicate with the ISETS Manager and Wellness Coordinator to keep well informed of the work and progress of the program.

##### ADMINISTRATION

- Prepare program reporting requirements.

##### OTHER

Perform other duties as required.

### Certification

The above statements are intended to describe the general nature and level of work being performed by the incumbent for this position. They are not intended to be an exhaustive list of all responsibilities and activities required of the position.

#### **EMPLOYEE**

I certify that I have read and understand the responsibilities assigned to this position.

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

#### **KKETS MANAGEMENT**

I certify that this written job description accurately describes the responsibilities assigned to this position.

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_