



Position: Community Wellness & Cultural Coordinator	Accountability: Health Services Manager
Hours of Work: 32 hrs/week (flexible)	Employment Status: 2-Yr Contract with possible extension
Circulation Level: Level II	Preferences: MFN Band Member or person of Aboriginal descent

The Community Wellness & Cultural Coordinator:

- ❖ Prepares program activity plans, reports, briefing notes, and correspondence as required.
- ❖ Develops, coordinate cultural activities that focus on Youth, Women, Men, Elders, and ceremonies.
- ❖ Provides holistic, culturally appropriate mental health and addiction referral services to residents of the Mississauga First Nation.
- ❖ Build community capacity by assisting the Community Economic Development Officer in expanding the Cultural Centre and for economic opportunities and tourism.
- ❖ Engage the community and staff using educational materials and promotion of cultural activities.
- ❖ Acts as liaison to support repatriation and/or long-term lending program with museums and Ministry of Tourism, Culture & Sport regarding our ancestral artifacts.
- ❖ Act as a resource to the Crisis Response Team and the Health and Social Services Team on issues related to community crisis, mental health, and addictions support and referral.
- ❖ Assist in confirming client transportation referred for Traditional Healing services.
- ❖ Assists clients with completing intake packages, scheduling intakes, and in selection of appropriate programs; and provide follow-up client discharge referral services from Treatment Programs in partnership with the discharging agencies.
- ❖ Maintain an annually updated Directory of Services for treatment programs—First Nation programs, regional Aboriginal programs, and from external agencies.
- ❖ Coordinates Crisis Response Team and after-hour calls, on call basis with Women’s Shelter, and assists in debriefing sessions for individuals affected by a crisis, refers to appropriate agencies when necessary.
- ❖ Facilitates supports / workshops/ retreats and provides individuals with information on mental health awareness and mental health illnesses.
- ❖ Monitors project budget and develops system to track expenses in accordance with the MFN finance policy.
- ❖ Promotes a team approach through cooperation and effective communication with colleagues, clients, and other organizations.

The Community Wellness & Cultural Coordinator will possess the following qualifications, skills, experiences, and attributes:

- ❖ Post-secondary diploma in one of the helping disciplines, i.e. Addictions & Mental Health, Psychology, Native Huma Services, , Native Studies, Social Work or Social Services.
- ❖ Must have current **First Aid/CPR** and **ORCA Advanced Solo/Tandem Canoe** certification. Mental Health First Aid an asset.
- ❖ Able to provide a Vulnerable Sector Check from the CPIC.
- ❖ Must have a valid class G driver’s license and have access to a vehicle.
- ❖ Able to work flexible hours, on-call and shift work, potentially including weekends, evenings, and holidays.
- ❖ Demonstrated interpersonal and facilitation skills and takes initiative to motivate others.

TO APPLY: Customize your cover letter and resume to the duties, experience, expectations and qualification listed on the job ad. Using concrete examples, you must show how you demonstrated the requirements for this job. We rely on the information you provide to us in your application during screening. **Successful candidates who receive interviews must provide copies of their education qualifications and certifications at the time of interview.** Please note that all interviews will be **in person**. If you would like a copy of the full job description and/or are interested in applying you may submit your covering letter, resume and three (3) work related references to:

Mississauga First Nation
P.O. Box 1299 Blind River, Ontario P0R1B0
Attention: Rita Chiblow, Human Resources Advisor
Marked: **CONFIDENTIAL**
EMAIL: ritac@mississaugi.com **FAX:** 705-356-1740
Deadline: Friday June 29, 2018 at 4:00 pm

Thank you to all applicants; however, only those selected for an interview will be contacted.