MUNSEE-DELAWARE NATION

Administration Office – 289 Jubilee Road, Muncey, Ontario N0L 1Y0
T – 519-289-5396, F – 519-289-5156 Website: www.munsee.ca

EMPLOYMENT OPPORTUNITY

POSITION TITLE: FAMILY WELL-BEING WORKER (REVISED)

Resumes packages will be received by Munsee-Delaware Nation up until 4:00 p.m. EST, Thursday, December 21st, 2017, for the full-time contract position of Family Well-Being Worker, which ends on March 31, 2019.

JOB SUMMARY:

The Family Well-Being Worker will provide a key role in planning, developing and implementing family well-being education and activities, engaging community members to participate in health and social programs; and provide band representative functions for Munsee-Delaware Nation children.

To assist the Director of Operations, in the performance of statutory, operational and advisory duties related to Family Well-Being within the policies and procedures established by Munsee-Delaware Nation.

SALARY: Starting at $40,000.00

The full Position Description is attached.

Please read the following very carefully. Incomplete submissions will not be considered.

Interested applicants must submit:

1. A cover letter that demonstrates that you meet all the qualifications through your resume submission and why you believe you are the ideal candidate for the position.
2. A copy of all educational degrees, diplomas and certificates including driver's licence.
3. Three (3) written employment references including your current or most recent employer.

Must be submitted in person, mail or email marked "**CONFIDENTIAL**" to:

Carol Antone
Executive Assistant
Munsee-Delaware Nation
289 Jubilee Road, Muncey, ON N0L 1Y0

Email: carol@munsee.ca

APPLICANTS FROM FIRST NATIONS WILL BE GIVEN PREFERENCE.

We thank all applicants, however, only those selected for an interview will be contacted and your submission will not be returned to you.

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POSITION DESCRIPTION

POSITION TITLE: **FAMILY WELL-BEING WORKER**

REPORTING RELATIONSHIP:

Reports to and works under the direction and supervision of the Director of Operations.

PURPOSE AND SCOPE OF THE POSITION:

The Family Well-Being Worker will provide a key role in planning, developing and implementing family well-being education and activities, engaging community members to participate in health and social programs; and provide band representative functions for Munsee-Delaware Nation children.

To assist the Director of Operations, in the performance of statutory, operational and advisory duties related to Family Well-Being within the policies and procedures established by Munsee-Delaware Nation.

KEY DUTIES AND RESPONSIBILITIES:

1. **Technical Functions**:

- Prepares and delivers family well-being promotion, education and prevention clinics, presentations and workshops to the Community.
- Works closely and supports the Health, Social and Education Team with the delivery of Family Well-Being promotion and prevention activities.
- Delivers individual and family sessions on family violence and well-being.
- Provides systems navigation and advocacy, including the family court system.
- Facilitates family group culture-based workshops and life skills supports.
- Coordinates family action circles.
- Completes family wellness planning.
- Delivers programs for children and youth who have been exposed to or witnessed violence and programs to promote the health, wellbeing and integration of individuals who identify as lesbian, gay, bisexual, transgendered, queer, two-spirited and other sexual orientations within the context of the greater community.
- Coordinates care plans at the local level.
- Facilitates peer support groups.
- Delivers pre-natal and parenting workshops and supports for young adults, adults, elders, men, women and those who identify with a non-binary gender. Land-based youth and family programs.
- Coordinates a parent support program.

- Enforcing the Ontario Child and Family Services Act.
- Responding to child protection applications.
- Working with Children's Aid Society during investigations.
- Participating and responding in court proceedings where eligible members are involved with Children's Aid Societies.
- Ensuring that cultural values are adhered to during investigations.

2. Administrative Functions:

- Develops proposals for additional Family Well-Being funding.
- Prepares reports for special projects initiated outside of normal responsibilities
- Collects reports and data for rollup that is comprehensive, accurate and systematic.
- Provide activity reports, time sheets, written reports and other requests as required

3. Communication & Liaison

- Completes reports and statistics as required by the Director of Operations and those required by the funders.
- Assists the Director of Operations in preparing annual evaluations of programs and individual evaluations for staff.
- Liaise and interact with external governments, agencies and native organizations on health matters impacting Munsee-Delaware Nation.
- Assists in conducting research, compiling data and preparing reports.

4. Other Related Duties:

- Performs other job related duties as may reasonably be required by the Director of Operations.

WORKING CONDITIONS:

Work has a high public profile, extensive public contact and is subject to deadlines and interruptions.

WORKING RELATIONSHIPS:

With the Director of Operations

Receives direction, guidance, encouragement; discusses plans and priorities regarding community programming.

With Other Staff

Promotes courtesy, cooperation and teamwork with all staff.

With the Public

Represents and promotes the interests of Munsee-Delaware Nation; works in a courteous, cooperative, positive and proactive manner. Provides information and advice.

With External Agencies

Represents and promotes Munsee-Delaware Nation's interests; maintains awareness of legislative policy and program changes; seeks to develop close working relationships.

STATEMENT OF QUALIFICATIONS:

Community College diploma with a health or social discipline.

Two (2) years' experience in the health or social services sectors.

Must have current Infant/Child Cardio-Pulmonary Resuscitation (CPR), advanced First Aid and a valid Driver's licence and insured vehicle.

Knowledgeable of a holistic approach to individual and Family Well-Being legislation, theories, practices and procedures as well as Traditional Medicine and medical terminology.

Well-developed organizational, communications, interpersonal, time management and analytical skills.

Must be able to work effectively in a variety of settings and in a cross-cultural situation and be knowledgeable of the services available in the community.

Proficient written and verbal communication skills.

Excellent computer skills in Microsoft Office Programs.

Organizational and time management skills.

Must be reliable and dependable, and committed in maintaining confidentiality.

Must be willing to work flexible hours.

IMPACT OF ERROR:

Errors in judgement and in the conduct of duties could lead to loss of credibility, poor public relations, confusion, duplication of effort and misinformation given to the Director of Operations, Munsee-Delaware Nation Council, government agencies and the public.

CONTROL:

Guiding principles set by the Director of Operations and the administrative policies and procedures established by Munsee-Delaware Nation Council and other legislation provided by the respective government agencies.