

JOB POSTING



Title:	Coordinator, Community Wellness
Office(s):	Community and Social Development Office
Salary Scale:	Salary based on education and experience
Benefits:	As per Band Policy
Reports To:	Director, Community and Social Development

POTENTIAL START DATE: February 2024

POSITION TYPE: FULLTIME

POSITION SUMMARY:

The Cook's Ferry Indian Band is seeking an experienced professional to fill the role of the **Coordinator, Community Wellness**. This is an exciting opportunity to have a significant impact on the well-being and everyday lives of our Indigenous community and those members residing both on and off-reserve. The **Coordinator, Community Wellness** provides counselling, intervention, prevention and aftercare services for substance use and wellness response. The coordinator also provides health education on mental health, substance use and promotes healthy lifestyles rooted in holistic and cultural practices.

Duties and Responsibilities

- Manage and coordinate preventative drug and alcohol programs for Cook's Ferry band members residing on and off-reserve;
- Screen and assess client's needs and determine extent of assistance and services
- Provide appropriate assessment of clients and referral of clients to treatment and prepare clients for entry into residential treatment or other rehabilitation/treatment programs
- Stimulate new programs related to drug and alcohol use, such as holistic and culturally safe support circles
- Provide one-to-one, family and group counselling and refer clients to appropriate professionals
- Provide short-term counselling in crisis situations and follow up programs for clients returning from treatment
- Develop and provide substance use information (literature, workshops)
- Provide culturally appropriate programs to education and promote substance use awareness
- Work with other professionals such as nurses, physicians, and other health workers
- Collaborate and network with other departments and community organizations
- Document and maintain cases thoroughly in confidential files
- Prepare reports and maintain records as required by workplans

QUALIFICATIONS AND EDUCATIONAL REQUIREMENTS

- Certificate, diploma, or bachelor degree in a related field such as social work or addictions counselling
- 2+ years of experience in addiction and recovery services
- A demonstrated record of successfully building effective relationships with community members and external stakeholders such as health authorities, Councils, boards and other professionals
- Well-developed written and oral communication skills
- Understanding of colonial trauma impacting First Nation communities on a National and local level
- Knowledge of First Nation's culture, customs, beliefs, traditional lifestyles, and health issues
- Sustain periods of light to moderately heavy physical activity, and work harmoniously with others.

APPLICATION PROCEDURE:

Candidates of Aboriginal descent with a preference given to Cooks Ferry Band Members are invited to submit their resume in confidence to:

- **PLEASE SUBMIT A RESUME BY FRIDAY, JANUARY 26, 2024**

Mandy Cormier, Director of Community and Social Development
Cooks Ferry Indian Band
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We thank all applicants for their interest.
Only short-listed candidates will be contacted for interviews.