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**Job Posting – Full Time**

**INDIGENOUS CHILDREN’S WELLNESS PROGRAM**

**DEADLINE FOR RESUMES**: **December 4, 2019 @ 4:00 pm**

**STATUS:** Permanent Full Time: 35 hours/week

**POSITION:** Indigenous Children’s Wellness Worker

**ACCOUNTABILITY:** The worker reports directly to the Executive Director

**DUITIES and RESPONSIBILITIES:**

* Takes personal responsibility to increase cultural sensitivity, awareness and implementation of North Bay Indigenous Friendship Centre’s cultural bundle including foundational teachings and organizational practices in both professional conduct and work-related deliverables.
* Builds, develops and sustains business relationships/strategic partnerships which are mutually beneficial, reciprocal and grounded in trust and respect. It is recognizing we are all interdependent and working towards the common good of the organization.
* Accomplishes established goals, delivers the outcomes required and achieves the results. It includes the efficient and effective use of all resources (time, financial, people and technology).
* Works collaboratively with others and addresses conflict in a win-win productive manner. This includes a mindset of “sharing” with others whether it is knowledge, recognition, information and/or skills. Working towards a common purpose for the good of North Bay Indigenous Friendship Centre and communities of people it serves.
* Effectively delivers information in a transparent, honest and clear manner. It includes actively listening, comprehending and responding appropriately when interacting with people. It is about being respectful when expressing opinion and points of view.
* Work with local stakeholders within indigenous and non-indigenous community service organizations and institutions, as well as community members, to support the goals and objectives of the Friendship Centre.
* To provide one-on-one support to children who are victims of or witnesses to violence.
* To develop a plan of action to meet the needs of Aboriginal children, parent/caregivers referred to the program.
* To facilitate access to, or engage in the development of, appropriate services as required to address the needs of Aboriginal children and their parent/caregiver and/or to meet the requirements laid out by a Child Welfare and/or Legal Authority.
* To integrate with other Friendship Centre programs and externally to meet the holistic needs of the client.
* To ensure the development and implementation of a full range of program services as identified in the Friendship Centres Annual Service Plan.
* To ensure that the Program is grounded in culturally-based community development principles and practices.
* To promote awareness and ensure access to the Program.
* To liaise with community development through advocacy, education and the implementation of local initiatives.
* To promote the development of protocols and referral agreements as appropriate to meet the needs of Aboriginal children and families/caregivers in the community.
* To initiate and participate in care conferences as necessary to ensure the needs of child and parent/caregiver.
* To ensure the maintenance of secure and confidential filing system as required under the File Maintenance Policy of OFIFC.
* To strictly adhere to the Confidentiality Policy as laid-out by the Friendship Centre and OFIFC.
* To provide accurate records and reports of the activities and services.
* To participate in training and evaluation processes to ensure continued growth and development of the Program.
* Maintains and updates professional skills, seek further professional development on topics related to the field.
* Promotes a healthy, safe work environment.
* Performs other duties, related to the position, as assigned by the Executive Director or designate.

**EDUCATION/ QUALIFICATIONS:**

* Shall possess post-secondary education in Aboriginal social work or related field.
* Knowledge and awareness of Aboriginal culture and history, with particular emphasis on family violence and the relationship to child welfare.
* Ability to work professionally, collaboratively with child welfare agencies in Ontario.
* Strong understanding of the Child and Family Services Act and Ontario Children’s Aid Societies, with particular emphasis on how they impact Aboriginal families.
* Must possess skills and experience in presenting educational workshops and facilitating groups.
* Self-motivated, able to schedule and prioritize work.
* Good judgment, adaptability and willingness to learn.
* Willingness to work flexible hours.
* Excellent interpersonal skills with staff and community members.
* To be knowledgeable of and to work with community agencies and referral sources.
* Establish and maintain priorities, work under stress and deadlines.
* Must have the ability to work as a team player and be capable of coordinating activities with other Friendship Centre Programs.
* Knowledge of the Friendship Centre movement, its aims and objectives.
* Knowledge of the North Bay Indigenous Friendship Centre’s programs and services.
* Strong listening, oral and written communication skills.
* Proficiency in MS Office applications (Word, Excel, Outlook, PowerPoint, etc.,).
* Proficiency in using a database reporting system.
* Ability to collect, analyze and interpret qualitative and/or quantitative data analysis.
* Basic research skills required.
* Demonstrated and related work experience within an Indigenous organization or community.
* Knowledge of Aboriginal cultures.
* Ability to speak Cree and/or Ojibway an asset.
* Current Standard First Aid and Level C CPR; (WHMIS; and Food Handler Certificate or ability to get)
* Excellent knowledge and ability to work proficiently with the company software packages, e-mail and the Internet.
* Experience in working with not-for-profit, provincial and federal funding agencies.
* Must be licensed to drive a motor vehicle, insured to do so in the Province of Ontario and have access to a safe and reliable vehicle.
* Ability to provide a clear Criminal Reference Check and Vulnerable Persons Check.

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| Please forward cover letter, resume and (3) recent references to: |  |
| **Kathy Fortin - Executive Director**  North Bay Indigenous Friendship Centre  980 Cassells Street  North Bay, ON  P1B 4A6  or  email to: director@nbifc.org | |

*“We would like to thank all interested individuals; however, only those selected for an interview will be contacted. While we encourage individuals of all backgrounds to apply, those of Indigenous descent will be given preference”*