



*Shawanaga
First Nation
Healing Centre*

*19 Shebeshkong Rd
R.R. #1
Nobel, Ontario
PO Box 100*

*Phone: 705-366-2378
Fax: 705-366-2496*

*Healing...
Mind
Body & Spirit*

**Shawanaga First Nation Healing Centre
EMPLOYMENT OPPORTUNITY**

POSITION: Cultural Worker

LOCATION: Shawanaga First Nation Healing Centre

INTRODUCTION:

The position of the Cultural Worker will be directly responsible to the Executive Director for the development and delivery of cultural and community project and programming that integrate traditional teaching and balances the mental, emotional, spiritual, and physical aspects of culture.

ROLES AND RESPONSIBILITIES:

- Coordinate cultural teachings and events such as the SFN Annual Pow Wow
- Conduct program/event evaluations and report on outcomes
- Provides relevant, competent cultural support services to children and families who request
- Plan, organize and coordinate cultural workshops, programming and activities, teachings, ceremonies and healing practices for clients as required
- Recruits for and maintains a roster of Elders, Traditional Advisors and Healers for the provision of culturally appropriate healing practices for clients
- Assists in obtaining the necessary supplies, equipment or funds to facilitate agency cultural based functions
- Acts as a resource or provides resources to ensure that cultural knowledge and practices are maintained
- Plans, develops, and participates in special projects assigned by the Executive Director
- Lead or participate in traditional or spiritual practices for meetings or cultural activities as requested
- Participates in in-service training and seminars, workshops and courses as available
- Reviews and makes recommendations to the Executive Director on program policy and services, and service procedures to improve service effectiveness in relation to agency needs
- Promotes the Agency's vision, mission, goals and objectives

Service Administration

- Prepare and submit monthly activity reports to Executive Director
- Prepares activity reports to the funding agencies as required
- Ensure expense claims for resources are submitted for payment
- Participates as a team player with other Healing Centre staff and attends regular staff meetings
- Performs other duties requested by the Executive Director

QUALIFICATIONS:

- Post-secondary education in First Nation Studies, First Nation focused/directed programming (i.e. First Nation health/wellness, culture, or education, etc.)
- Experience in project and financial management, including planning, developing, implementing and evaluating community-based programming
- Knowledge of and experience in working with First Nations heritage, language, traditional and/or cultural resources

- Must possess excellent communication skills
- Must possess computer skills
- Must have a valid driver's licence
- Demonstrate commitment to own personal healing
- CPIC required

Please submit a resume with a cover letter and 3 written references, by Friday August 18, 2017 12pm

**Shelley Baker – HR Manager
Shawanaga First Nation
Email: hrmanager@shawanagafirstnation.ca**

Only those applicants selected for an interview will be contacted. We wish to thank everyone for their applications.



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**Shawanaga First Nation Healing Centre
EMPLOYMENT OPPORTUNITY**

POSITION: Home Making Worker

LOCATION: Shawanaga First Nation Healing Centre

SALARY: \$16.00 Per Hour/37.5 hours a week

INTRODUCTION:

This position of Home Making Worker will be directly responsible to the Executive Director in providing a range of home and/or personal care services to the Members of Shawanaga First Nation.

ROLES AND RESPONSIBILITIES:

Assist Members of Shawanaga First Nation with chronic and acute illness in maintaining optimum health, well-being and independence in their homes and community.

Ensure that all clients with an assessed need for home care services have access to a comprehensive continuum of services within the community, where possible.

Assist clients with their families in participating in the development and implementation of the client's care plan to the fullest extent and to utilize available community support services where available and appropriate in the care of clients.

Provide assistance with the care of the Elders and those with special needs or individuals who have returned home from the hospital.

Provide help with personal care, respite care, transportation, family relief and other in home tasks.

Provide help with recreational outings and socializes with clients.

Provide extensive home visits on a regular basis. Regularly ensure that personal and/or telephone contact is made to community members.

LIAISON SERVICES:

Attends/Coordinate transportation to appointments with Elders when requested and approved by Executive Director.

Provides updates to Executive Director on any changes of care of clients/Elders.

Liaises and maintains regular contact with other community services to ensure that the needs of the clients/Elders are being met.

CASE MANAGEMENT:

Maintains a confidential care record of each client/Elder, recording time and activities for each client/Elder.

Consults with other First Nation programs and services and with external agencies on the provision and coordination of various services.

Attends case management and staff meeting.

SERVICES ADMINISTRATION:

Prepare daily activity reports on each client/Elder. Report is handed in to the Executive Director on a weekly basis.

Assist the Executive Director in reports as per Health Canada's reporting requirements. (Quarterly SDRT program activity reports, program activity reports against the work plan, financial reports, annual submissions).

Participate as a team player with other Healing Centre Staff.

Participate in workshops, conferences and other training opportunities related to your position.

Perform other duties as required by the Executive Director.

QUALIFICATIONS:

Applicants must have the following:

- A Personal Support Worker Certificate from an approved post-secondary institution; or
- A Native Community Care, Counselling and Development-Community Care Stream Diploma from an approved post-secondary institution; or
- Grade 12 Diploma with a minimum of three years experience in providing care and assistance to community members and Elders.
- Knowledge of computers and experience in working on a computer.
- Applicants must have a current and valid Basic First Aid/CPR certificate.
- Knowledge of health issues in First Nation communities.
- Knowledge of community services, programs, customs and traditions.
- Must possess excellent communication skills, both verbal and written.
- Must have a valid driver's licence and own vehicle.
- Ability to speak Ojibway is an asset.
- Must be available to work days, evening, nights and/or weekends.

Please submit a resume with a cover letter and 3 written references, by Friday, August 18/17 by 12pm.

**Shelley Baker – HR Manager
Shawanaga First Nation
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**Shawanaga First Nation Healing Centre
EMPLOYMENT OPPORTUNITY**

POSITION: Addictions Worker/NNADAP

LOCATION: Shawanaga First Nation Healing Centre

INTRODUCTION:

The position of the Addictions worker will be directly responsible to the Executive Director for providing awareness on drugs, alcohol and gambling addictions through education, information and assistance to Shawanaga First Nation Community Members.

ROLES AND RESPONSIBILITIES:

Community Awareness and Education

- Ability to conduct focused programs on addictions
- Ability to conduct workshops for community members with the focus on drug and alcohol abuse; substance abuse; gambling addictions and concurrent disorders
- Ability to coordinate social/recreational activities and events, free of alcohol or drugs

Treatment Liaison

- Provides referrals to detox and to treatment centres, and assists clients with the necessary applications forms, procedures; prepares assessments and arranges transportation
- Liaises with other community services to aid families when a member goes to treatment
- Liaises before, during and after with addictions services and treatment centre to ensure client support and aftercare services is provided

Counselling and Support Services

- Provides alcohol and drug free drop in sessions
- Provides and promotes awareness on self help groups such as A.A, Al-non; Al-teen; N.A and ACOA etc.
- Provides individuals counselling and support to clients through home or office visits
- Refers clients to individual and/or group therapy as requested
- Refers individuals and/or families to traditional methods of healing upon request

Case Management

- Maintains case management forms as required
- Consults with other First Nation programs and services and external agencies on the provision and coordination of services
- Attends case management meetings as required

Service Administration

- Prepare and submit monthly activity reports to Executive Director
- Prepares work plans for the NNADAP program; and other approved funding programs
- Prepares activity reports to the funding agencies as required
- Participates as a team player with other Healing Centre staff and attends regular staff meetings
- Performs other duties requested by the Executive Director

QUALIFICATIONS:

- Community College Diploma in Native Community Care and Development; Addictions or Social Service field
- Must be capable of working with all ages
- Knowledge of various issues that impact First Nations communities
- Knowledge of addictions; available services and treatment programs
- Must possess excellent communication skills
- Must possess computer skills
- Must have a valid driver's licence
- Demonstrate commitment to own personal healing
- CPIC required

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