



Administration Office
289 Jubilee Road
Muncey, ON N0L 1Y0
telephone: 519.289.5396
fax: 519.289.5156

Executive Services
279 Jubilee Road
Muncey, ON N0L 1Y0
telephone: 519.289.5396
fax: 519.289.5156

Community Centre
533 Thomigo Road
Muncey, ON N0L 1Y0
telephone: 519.289.2957
fax: 519.289.2883
toll-free: 1.800.298.7137
www.munsee.ca

Employment Opportunity

POSTING DATE: Tuesday, August 29, 2023,
Until Filled

CLOSING DATE: Posted

6-MONTH TERM POSITION

FAMILY WELL-BEING WORKER

GENERAL DESCRIPTION:

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

KEY DUTIES AND RESPONSIBILITIES:

Technical Functions:

1. Prepares and delivers family well-being promotion, education and prevention clinics, presentations, and workshops to the community.
2. Works closely and supports the Health, Social & Education Team with the delivery of Family Well-being promotion and prevention activities.
3. Delivers individual and family sessions on family violence and well-being.
4. Provides systems navigation and advocacy including the family court system.
5. Facilitates family group culture-based workshops and the skills supports.
6. Coordinates family action circles.
7. Completes family wellness planning.

Administrative Functions:

1. Develops proposals for additional Family Well-being funding.
2. Prepares reports for special projects initiated outside of normal responsibilities.
3. Collects and reports data for rollup that is comprehensive, accurate and systematic.
4. Provide activity reports, timesheets, written reports and other requests as required.

Communication & Liaison:

1. Completes reports and statistics as required by the Nation Manager and those required by the funders.
2. Assists the Nation Manager in preparing annual evaluations of programs and individual evaluations for staff.

Other Related Duties:

1. Performs other job-related duties as may reasonably be required by the Nation Manager.

QUALIFICATIONS:

1. Community College Diploma with a health or social discipline
2. Two (2) years' experience in the health and social sector.
3. Knowledgeable of a holistic approach to individual and Family Well-being legislation, theories, practices and procedures as Traditional medicine and medical terminology.
4. Well-developed organizational, communications, interpersonal, time management and analytical skills.
5. 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.
6. Proficient written and verbal communication skills.
7. Excellent computer skills in Microsoft Office programs.
8. Must be willing to work flexible hours.

REQUIREMENTS

1. The successful candidate will provide a current VS-CPIC and Driver's Abstract at their own expense, prior to starting employment.

2. Must possess at minimum, a valid Ontario G Drivers' license and insured reliable vehicle and be willing to travel.
3. The successful candidate will provide a photocopy of applicable educational qualifications (certificates, diplomas, degrees, etc.)

The full job description is available upon request.

INTERESTED CANDIDATES

Please apply with your resume and cover letter, including 3 current references (2 work-related and 1 personal) to:

Munsee-Delaware Nation
Attention: Nation Manager / Human Resources
289 Jubilee Road, Muncey, Ontario N0L 1Y0
In a sealed envelope marked "**Confidential**"

or

Email to both employment@munsee.ca and rick@munsee.ca with the subject line: **Family Well-being Worker**

All submissions will be screened according to the above qualifications. Only those selected for an interview will be contacted. A registered member of a First Nation as per Section 16(1) of the Canadian Human Rights Act is a preference.