

JOB PROFILE

POSITION:	Health Outreach Coordinator
PROGRAM:	Indigenous Health Outreach
DIVISION:	Unity Team
IMMEDIATE SUPERVISOR:	Unity Team Director
HOUR OF WORK:	9 am – 5 pm, 40 hours per week, includes 1 hour paid lunch
NUMBER OF DIRECT REPORTS:	None

POSITION SUMMARY:	To ensure that the health needs of the Indigenous community are addressed by undertaking health promotion, education, referrals and linking with Aboriginal cultural resource people and mainstream health providers.
QUALIFICATIONS:	<ol style="list-style-type: none"> 1. Social Worker Diploma, Personal Support Worker, Dietician or related field. 2. Previous related employment experience 3. Experience working within an Indigenous community-based organization
REQUIREMENTS:	<ol style="list-style-type: none"> 1. CPIC – VULNERABLE SECTOR 2. Valid Drivers License 3. Reliable Vehicle 4. Valid Insurance with liability to transport clients 5. Drivers Abstract

KNOWLEDGE, SKILLS, ABILITIES and OTHER ATTRIBUTES
<ul style="list-style-type: none"> • Knowledge of social barriers and challenges faced by urban Indigenous people
<ul style="list-style-type: none"> • Report writing skills and ability
<ul style="list-style-type: none"> • Ability to network and work collaboratively with internal programs and external agencies
<ul style="list-style-type: none"> • Communication skills and ability; both verbal and written
<ul style="list-style-type: none"> • Computer skills and abilities with Word, Excel and Outlook
<ul style="list-style-type: none"> • Knowledge of Indigenous community-based organizations
<ul style="list-style-type: none"> • Knowledge of external services
<ul style="list-style-type: none"> • Facilitation skills and ability to lead and/or make presentations to groups

POSITION DUTIES, RESPONSIBILITIES & ACCOUNTABILITIES

1. To assist Indigenous individuals and families to access traditional healers/ mid wives and mainstream health providers, service, and institutions.
2. To act as a support/ liaison for Indigenous individuals and families requiring support.
3. To ensure that Indigenous individuals and families understand the health system the care they are receiving by ensuring that information is provided in a manner understood by the Indigenous individuals and family.
4. To promote healthy lifestyles by conducting home visits, circles, workshops, seminars, and public education forums, etc.
5. Addressing immediate and long-term measures related to family violence issues through community designed and delivered programming.
6. To collaborate with other internal programs to promote a coordinated approach to health.
7. To facilitate health promotion and education initiatives for the Indigenous community.
8. To provide education and support services to reduce violence in Indigenous communities.
9. Responsible to maintain client files and provision of services.
10. To establish a system of referrals.
11. Equitable access to primary health and healing services and programs, including prevention, treatment, and support, that are culturally appropriate and culturally competent.
12. Responsible and accountable for all internal reporting requirements.

WORKING CONDITIONS

1. Exposure to confidential client information.