



CHIPPEWAS OF KETTLE & STONY POINT FIRST NATION

EMPLOYMENT OPPORTUNITY

PROGRAM SUPPORT WORKER – TEMPORARY

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| PROGRAM AREA: | HEALTH SERVICES |
| POSITION TITLE: | TEMPORARY HEALTH SERVICES PROGRAM SUPPORT WORKER |
| REPORTING PROTOCOL: | REPORTS TO THE COMMUNITY HEALTH MANAGER OR DESIGNATE |

POSITION SUMMARY: The Health Services Program Support Worker provides administrative, coordination, and program support to the Kettle and Stony Point Health Services Department. This position plays a key role in ensuring the effective delivery of culturally appropriate, community-based health and wellness programs. Working within an Indigenous Health framework, the Program Support Worker assists in organizing health initiatives, coordinating client services and supporting staff and community members in accessing programs that promote physical, mental, emotional and spiritual wellness.

EDUCATION/PROFESSIONAL REQUIREMENTS:

- Secondary school diploma (minimum requirement and must provide proof)
- Post-secondary education in Health Administration, Social Services, Office Administration, or related field, or equivalent combination of education and experience an asset
- Knowledge of community health programming, cultural safety, and holistic wellness approaches preferred
- Knowledge of the history, dynamics and culture of this community and of First Nations as a whole

SKILLS REQUIRED:

- Excellent organizational, interpersonal, and written and oral communication skills
- Ability to network effectively and productively with community, other community organizations
- Strong commitment to the health of the community
- Commitment to and understanding of the need for, community involvement in the development and implementation of programs and services
- Commitment to a multi-disciplinary team approach to health programming
- Ability to work in a team atmosphere. Ability to work with clients and community in a sensitive, caring and confidential manner. Ability to take initiative and think creatively. Ability to handle multiple responsibilities in a professional manner

PREFERENTIAL HIRING REQUIREMENTS:

- KSPFN encourages all qualified individuals to apply. However, preference will be given to qualified First Nations people in accordance with KSPFN' General Principles of the Human Resource Management Policy, section 16 of the Canadian Human Rights Act, sub-section 24(1)(a) of the Ontario Human Rights Code, and section 7 of the Employment Equity Act. First Nations candidates who wish to qualify for preferential consideration can self-identify themselves in their cover letter.
- Successful applicant must provide a current CPIC and vulnerable sector background check upon hiring.
- Successful applicant must provide a copy of their Diploma and other related certificates.
- Applicants must consent to a full background check upon hiring.

PLEASE SUBMIT YOUR COVER LETTER AND DETAILED RESUME
BY CLOSING DATE – February 2nd, 2025, AT 4PM

TO: Chippewas of Kettle & Stony Point First Nation,
ATTN: HR – Health Services Program Support Worker
Email to: hr.assistant@kettlepoint.org

A full Job Description is available: contact the HR assistant at hr.assistant@kettlepoint.org Interviews will be scheduled shortly after the closing date. ONLY THOSE APPLICANTS WHO MEET THE QUALIFICATION STANDARDS AND REQUIREMENTS WILL BE INTERVIEWED. AN UPDATED CPIC AND A REFERENCE CHECK WILL BE REQUIRED FOR THE SUCCESSFUL CANDIDATE PRIOR TO FINAL CONFIRMATION OF EMPLOYMENT