



First Nation of Na-Cho Nyäk Dun
EMPLOYMENT OPPORTUNITY

Position Title: Community Wellness Coordinator
Department: Social Programs
Salary Range: Level 7(starting at \$32.68)
Term: Full Time 2 Year Term (75 Hours Bi-weekly)
Closing Date: April 24, 2017

Job Summary:

Reporting to the Manager, Social Programs and working closely with the Wellness Chair and Team, the Community wellness Coordinator is responsible for planning, coordinating and organizing community wellness programs and services. Community wellness programs and services shall be prioritized by the Manager, Social Programs and subject to include: basic counseling, drug and alcohol prevention, treatment and rehabilitation programming, family violence prevention programming, education awareness initiatives, crisis intervention including forming a crisis intervention team, land-based community programming and programs and services on traditional teachings with Elders. The Community Wellness Coordinator will liaise and coordinate case/work planning with justice personnel. Wellness programs and services shall be delivered according to goals/objectives and the values of the FNNND's culture/tradition. Must be self-motivated, punctual and maintain confidentiality.

Qualifications:

Education & Experience:

- Grade 12 Academic and/ or;
- An equivalent combination of education, training and work experience in alcohol and drug services or community wellness initiatives, preferably in a First Nations work environment;
- Good written and oral communication skills;
- Ability to plan, organize and coordinate prevention programs, workshops and activities/events;
- Ability to establish and maintain good working relationships with staff, citizens and other agencies to gain their cooperation and assistance; and
- Able to deal with people sensitively, tactfully, diplomatically, and professionally at all times.

Office Equipment Skills:

- Computer skills (MS Word, Excel, Outlook, Power point)
- Phone, fax, copier

Conditions of Employment:

- Security Clearance
- Valid Driver's Licence (preferable)

To submit your cover letter, employment application/ resume please contact:

Ronalda Moses, Manager, Human Resources

First Nation of Na-Cho Nyäk Dun

Phone: (867) 996-2265 Ext. #138

Email to: humanresources@nndfn.com

**Preference may be given to First Nation of Na-Cho Nyäk Dun Citizens*

