

CHAMPAGNE AISHIHIK FIRST NATION

Identification: Wellness Support Worker

Department: Community Wellness

Supervisor: Dän Ts'änänän Program Manager

Status: Term Full-time

Wage Level: 6 on 11-point scale

Date: March 2017 (revised)
Reviewed August 2, 2019

A. Job Summary:

Reporting to the Dän Ts'änänän Program Manager, this position provides wellness, social, training and employment support services and advocacy to Dän Ts'änänän program participants in order to remove the historic barriers to employment and enable them to successfully pursue advanced education and / or sustainable employment. This position works collaboratively as a member of the Community Wellness Team, and performs other duties as required.

B. Main Duties:

1. Provides wellness, social, training and employment support services and advocacy to Dän Ts'änänän program participants in order to remove the historic barriers to employment and enable them to successfully pursue advanced education and/or sustainable employment.
2. Works directly with Dän Ts'änänän program participants through:
 - Conducting intake assessments and collaborating with other team members to develop individual development plans for each
 - Supporting individuals experiencing homelessness, mental health issues and substance use issues
 - Supporting and case managing clients involved with Justice/Legal System as required
 - Collaborating with the Case Manager(s) in the development and implementation of wellness plans as required;
 - Collaborating with Yukon College staff, Yukon Literacy staff and Job Coaches to support program participants in learning and development situations
 - Collaborating with Job Coaches and Yukon Literacy staff to support program participants in employment experience situations
 - Participate in monthly meetings with participant and Job Coach to assess progress and challenges against individual development plan
 - Maintain up to date case records
 - Provide written and verbal reports as required
3. Promotes CAFN community wellness by:
 - Initiating and supporting community activities such as community meals, family activities and cultural gatherings;
 - Organize/Coordinate and/or Implement Healing Camps
 - Creating opportunities for partnerships with other community organizations to plan and co- host community events such as wellness clinics, talking circles, support groups, socials, etc;

4. Performs as a member of the Community Wellness Team by:
 - Attending staff/team meetings;
 - Debriefing the Team about issues and concerns
 - Providing support and advice to others on the team
 - Assisting the Team with the implementation of crisis intervention strategies
 - Respond to emergencies in the community of a social nature.
 - Ensuring service levels are maintained when team members are absent;
 - Representing the Community Wellness Team at meetings, conferences, committees, etc. as required.

5. Performs other duties such as:
 - Liaising with other CAFN departments, Family and Children Services, Mental Health Services, Government and Non-Government Organizations, YFN governments and other related agencies
 - Attending case management interagency meetings;

C. Job Knowledge and Skills:

Education and Experience

Successful completion of a two-year diploma in a social services field, combined with a minimum of three years' experience in providing social support services. An equivalent combination of training and experience maybe considered. Relevant experience working in a First Nation Government setting will be considered an asset.

Conditions of Employment

Standard First Aid Certification (current)
 Class 5 Driver's License with Clear Drivers Abstract
 Clear Criminal Records Check

Job Knowledge

Knowledge of CAFN history, culture, demographics, goals and aspirations
 Knowledge of the socioeconomic history of the YFN and the history of the residential schools in the Yukon
 Knowledge of counseling/case management theories and practices
 Knowledge of social and health issues affecting First Nations people
 Knowledge of local, regional and national resources, programs and services
 In-depth knowledge of mental health and substance use issues/impacts of family violence/sexual abuse/child abuse and neglect
 Knowledge of general office procedures and practices
 Knowledge of office equipment
 Knowledge of computer software programs such as word processing.

Management Skills

Ability to meet critical deadlines
 Ability to work independently
 Ability to coordinate and plan community activities
 Ability to make decisions and solve problems within established policies and procedures in the course of duties.

Specific Skills

Ability to work in a team environment
 Excellent oral and written communication skills
 Interviewing and assessment skills
 Coordinating/facilitating group and community activities
 Ability to operate general office equipment and computers

Interpersonal Skills

- Ability to demonstrate stability, maturity and integrity
- Ability to work as a team member
- Ability to work independently
- Ability to deal effectively with authority figures, colleagues, clients, etc.

D. Decision Making:

Goals, objectives and priorities for this position are established by the Dän Ts'änänän Program Manager and program mandate.

Judgements are made within the parameters of standard practices and procedures; however, when dealing with emergency situations exceptions may be required.

Problems are of a recurring nature or may be more complex, but are generally solved in conjunction with others.

E. Impact/Accountability:

Responsible for performing a mix of routine but different tasks or services and is accountable for carrying out the work in a coordinated and efficient manner.

Consequences of actions can have positive or negative impacts on clients, families and CAFN communities.

The incumbent will need to demonstrate healthy, positive behaviours for the community to model at all times.

G. Positions Supervised:

N/A

H. Working Conditions:

Travel will be required and may be on short notice.

May need to deal with upset/emotional clients

May be on call

Normal Office conditions

I approve this position description as being representative of the work I require to be performed and that the responsibility and authority levels identified have been delegated to this position.

Community Wellness Director

Date

Supervisor

Date

Employee

Date