

Government Service Building
22 Winookeeda Street
Curve Lake, Ontario K0L1R0



Phone: 705.657.8045
Fax: 705.657.8708
www.curvelakefirstnation.ca

Posted: March 28th, 2024
Internal/External

EMPLOYMENT OPPORTUNITY

As outlined in the Curve Lake First Nation Human Resource Management Manual, applications are now being accepted for the following **Permanent Full Time (39.5 hours/week)** position:

COMMUNITY HEALTH REPRESENTATIVE Health and Family Services

The purposes of this position are:

- To assist in the provision of health education programs and services and to assist in ensuring the availability of, and access to medical/health programs and services by the people of the Curve Lake First Nation within the administrative policies and procedures established by the General Manager, and directed by the Manager of Health & Family Services
- To assist in the development and maintenance of community based medical/health documentation.

Duties and Responsibilities:

Duties:

The duties and responsibilities of this position are categorized into three main functions:

1. Provision of Direct Health Care
 - Assessing home situations with the assistance of the CHN
 - Assisting with health related problems through counseling and/or referral to appropriate agencies
 - Teaching community members about dental care, communicable diseases, mental health, child development, drug abuse, etc.
 - Assisting families to cope with chronically ill, sick and aged family members
 - Working with other health professionals in obtaining health histories by serving as in interpreter
 - Providing emergency first aid when necessary
 - Assisting with school health programs such as yearly health assessments, class inspections, vision and hearing screening, measuring heights and weights, planning and implementing health education programs for the students
 - Coordinating Non-Insured Health Benefits and ensuring registered status Indians receive all benefits they are entitled to
 - Responsible for the coordination of medical transportation
 - Assisting in the development or maintenance of medical/health documentation and files
2. Liaison Activities
 - Advising other health care personnel about local Native culture and traditions and their implications on specific health problems
 - Assisting in planning, implementing and evaluating programs for the community
 - Cross cultural sensitivity workshops for non-native service providers
 - Participating in Health clinics as necessary
 - Making hospital visits to community members when there is little or no family support
 - Interpreting health programs and services to the community

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- Attending meetings as requested
 - Acting as a member of various Committees
 - Assisting in the development of grant applications and the annual operational budget
3. Community Development Activities
- Working with existing community groups, and assists in development of others, to improve the health of the community
 - Conducting workshops, short courses and health education programs about topics of interest to the community
4. Other
- Performs such other related duties as may reasonably be required

QUALIFICATIONS: Basic Requirements: **(APPLICANTS MUST EITHER SHOW NECESSARY PROOF WITH APPLICATION OR PROVIDE AT TIME OF INTERVIEW)**

QUALIFICATIONS AND EDUCATIONAL REQUIREMENTS:

The incumbent to this position will meet the minimum requirements that include:

- Graduation from a post secondary program in public/community health
- Excellent working knowledge of computer-based data management programs for administrative purposes
- Exhibits a high degree of initiative and self direction; good analytical, organizational, and communication skills
- Well developed interpersonal skills; strong interest in public health issues
- High level appreciation of Native issues
- Knowledge of alternative and traditional therapies
- Excellent public relations skills, including an appreciation of the need for tact, discretion and a positive, cheerful, and informed approach with the public.
- Strong advocacy skills

Personal Suitability:

- Be honest and trustworthy.
- Be respectful
- Possess awareness and sensitivity to the history, language, culture and traditions of the people of Curve Lake First Nation
- Be flexible
- Demonstrate sound work ethics
- Must demonstrate and ensure a high level of personal and professional conduct

TERMS OF EMPLOYMENT:

This is a Permanent Full Time position beginning immediately. Annual salary range for this position will be **\$52,058 to \$56,685** based on a 39.5 hour work week.

APPLICATION:

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Application forms and position descriptions are available at the Reception of the Government Services Building. Application forms can also be obtained from the Employment Resource Centre or from the Curve Lake First Nation website (www.curvelakefirstnation.ca) under documents.

Application package must consist of a completed application form, cover letter, resume, required documentation, addresses and phone number of two most recent employment references (if employed with Curve Lake First Nation previously, references from most recent Supervisor / Manager will be required). Please submit application package to the Government Services Building Receptionist to the attention of:

Agnieszka Mlynarz, Human Resources Administrator
Curve Lake First Nation Government Services Building
Curve Lake, Ontario K0L 1R0
Phone (705) 657-8045 Fax (705) 657-8708
Recruitment@curvelake.ca

Deadline for Applications: Friday, April 12th 2024 @ 12:00pm (noon)

Please ensure application is date stamped by the Curve Lake Government Services Building Receptionist. While only qualified applicants will be contacted for an interview, not necessarily all qualified applicants will be offered an interview.

While Curve Lake First Nation appreciates all applications, as outlined in the Curve Lake First Nation Human Resources Management Manual, applicants will be considered in the following priority: Level I: Internal Applicant, Level II: Any First Nation Member Applicants (s. 16(1) CHRA), and Level III: Any Applicants.

The successful candidate must provide an acceptable Canadian Police Information Check (CPIC) with Police Vulnerable Sector Check (PVSC) prior to commencing work.