



Posted: March 28th, 2024
Internal/External

EMPLOYMENT OPPORTUNITY

As outlined in the Curve Lake First Nation Human Resources Manual, applications are now being accepted for the following **Full Time Permanent** position.

MANAGER OF MENTAL HEALTH AND ADDICTIONS **Health and Family Services**

The purposes of this position are:

The Manager of Mental Health and Addictions is responsible for providing leadership and guidance in the development and implementation of mental health and addiction programs within the Health Department. The incumbent will oversee the supervision of staff and ensure the provision of quality services to individuals seeking mental health and addiction support.

The duties and responsibilities for this position are categorized into four main functions:

1. Program Development and Implementation:
 - Develop and implement comprehensive health promotion programs and initiatives that align with the First Nation's goals and priorities.
 - Conduct needs assessments, research, and data analysis to identify health issues and develop evidence-based strategies.
 - Collaborate with community members, leaders, and organizations to design culturally appropriate health promotion interventions.
 - Ensure the integration of traditional knowledge and practices into health promotion activities.
 - Ensure staff are collaborating with community members, Elders, and stakeholders to develop and implement culturally appropriate mental health and addiction programs, ensuring they align with the unique needs and values of our First Nation community.
2. Stakeholder Engagement and Collaboration:
 - Establish and maintain collaborative relationships with community members, elders, health professionals, and external organizations.
 - Facilitate community consultations and engagement processes to gather input and ensure programs meet community needs. Establish and maintain collaborative relationships with community organizations, tribal councils, health services, and government agencies to advocate for mental health and addiction support services and resources for our community.
 - Collaborate with internal and external partners to leverage resources, share best practices, and enhance program effectiveness.
 - Represent the First Nation at relevant meetings, conferences, and events related to health promotion.
3. Program Management and Evaluation:
 - Develop program budgets, timelines, and work plans to ensure effective implementation and resource allocation.
 - Monitor program activities, evaluate outcomes, and prepare reports to assess program effectiveness and impact.
 - Apply evaluation findings to refine programs, identify areas for improvement, and enhance program sustainability.
 - Maintain accurate records, documentation, and data related to program implementation and evaluation.
 - Oversees/supervises case management.



4. Supervision and Team Leadership:

- Supervise and provide guidance to a team of mental health professionals, addiction counselors, and support staff, fostering a positive and culturally responsive work environment.
- Foster a positive work environment that encourages professional growth, teamwork, and cultural sensitivity.
- Conduct performance evaluations, identify training needs, and provide professional development opportunities for staff.
- Promote a culture of inclusivity, respect, and collaboration within the health promotion team.
- Monitor and approve staff schedules and disciplinary action

QUALIFICATIONS: (APPLICANTS MUST SHOW NECESSARY PROOF WITH APPLICATION OR WILL BE AUTOMATICALLY SCREENED OUT)

EDUCATION:

- Qualifications and Educational Requirements:
- The incumbent to this position will meet the minimum requirements that include:
- Bachelor's or Master's degree in social work, counseling, psychology, or a related field.
- Management experience 2-3 years
- Relevant certifications in mental health, addictions counseling, or Indigenous healing practices are highly desirable.

RATED REQUIREMENTS:

Knowledge, Skills & Abilities:

- Strong understanding of mental health and addiction issues, trauma-informed care, and evidence-based treatment modalities.
- Knowledge of Indigenous healing practices, cultural protocols, and traditional ceremonies.
- Excellent interpersonal and communication skills, with the ability to establish rapport and build trusting relationships with clients, families, community members, and stakeholders.

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 **Full Time Permanent** position beginning immediately. Hourly range for this position is **\$73,845 to \$80,409**.

APPLICATION:

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.

Government Service Building
22 Winookeeda Street
Curve Lake, Ontario K0L1R0



Phone: 705.657.8045
Fax: 705.657.8708
www.curvelakefirstnation.ca

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 Assistant
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.