



Chippewas of RAMA  
First Nation

# Employment Opportunity

Job Title: **Pathways Project Coordinator**  
 Job Code: HEA189  
 Department: Health  
 Reports to: Director of Health & Social Services

Date Posted: 27-Apr-21  
 Date Closed: 11-May-21  
 (5:00 pm)

**\*\*SPECIAL PROJECT FOR REGISTERED RAMA MEMBERS OR SPOUSE/CHILD OF MEMBER\*\***

The Chippewas of Rama First Nation supports the United Nations Declaration on the Rights of Indigenous Peoples. Specifically, Rama supports the training, education and employment of Indigenous People.

Employment Classification: Full-Time with Benefits  
 Availability & Term: Approx. Start Date: May 2021  
 Remuneration: \$28.53 to start, move to \$30.35 after 3 months

**JOB PURPOSE/SUMMARY**

Coordinate the community wellness initiative project by engaging departmental leadership input and developing projects that will address health and wellness and community safety concerns. Will work with Pathways Working Group to develop and implement tools and associated work plans.

**QUALIFICATIONS**

- Education:**
  - College Diploma - Human Services Field.
- Skills and Abilities:**
  - Knowledge and experience in Indigenous knowledge and cultural teachings.
  - Strong initiative and creative thinking abilities.
  - Strong interpersonal skills.
  - Strong written documentation and oral communication skills.
  - Ability to effectively facilitate small and large groups.
  - Ability to effectively work independently and within a team.
  - Microsoft Office Training.
- Experience:**
  - Experience in facilitating group sessions.
  - Proposal and report writing experience an asset.
  - Experience in developing, implementing and evaluating programs an asset.
- Other:**
  - A Vulnerable Sector Screening is required for this position.

Qualified applicants may submit their cover letter and resume to the attention of:

Charlene Benson, Human Resources Manager  
 Chippewas of Rama First Nation  
 5884 Rama Road, Suite 200, Rama, Ontario L3V 6H6  
 Fax: (705) 325-4718 Email: charleneb@ramafirstnation.ca

**\*\* ONLY THOSE APPLICANTS SELECTED FOR AN INTERVIEW WILL BE CONTACTED \*\***

Rama First Nation is committed to an inclusive, barrier-free environment. Accommodation will be provided in all steps of the hiring process. Please advise Human Resources if you require any accommodation to ensure you can participate fully and equally during the recruitment and selection process.



# Job Description

Job Last Updated: 21-Apr-21

Job Title:	<b>Pathways Project Coordinator</b>
Job Code:	HEA189
Department:	Health
Reports to:	Director of Health & Social Services

## **JOB PURPOSE/SUMMARY**

Coordinate the community wellness initiative project by engaging departmental leadership input and developing projects that will address health and wellness and community safety concerns. Will work with Pathways Working Group to develop and implement tools and associated work plans.

## **KEY JOB FUNCTIONS/RESPONSIBILITIES**

- Organize, coordinate and facilitate the pathways meeting.
- Organize and facilitate the Community Intervention, Prevention & Planning meetings (CIPP).
- Leading new wellness projects identified by the pathways working group or CIPP Committee.
- Coordinate and facilitate staff wellness initiatives.
- Liaise with various departments within Rama First Nation as well as external agencies' programs and services.
- Engage different facets of the community to create educational materials, workshops and events.
- Identify gaps in processes and programs.
- Develop funding proposals.
- Responsible for collecting statistics, evaluations and reports (monthly and quarterly as required).
- Provide regular updates and seek input and direction from the Senior Management Team and Director of Health & Social Services.
- Assist with the ongoing development of a community wellness plan and strategy.
- Create wellness database/repository.
- Research training initiatives for worker wellness.
- Survey and data gathering as directed by phone, direct interviews, door to door polls - includes assisting in questionnaire preparation, data compilation and report development.