

OPPORTUNITIES

The following positions are available within
Ermineskin Cree Nation
Updated: **February 23, 2021**

Position(s) with Department and Closing Date: Description, Requirements and Qualifications:

One (1) Mental Health Mobile Navigators with the Brighter Futures

Department

CLOSING: March 3, 2021

Ermineskin Brighter Futures has partnered with Maskwacis Mobile Mental Health to provide two (2) Mobile Mental Health Navigators for a one (1) year period with possibility of extension. Reporting to the Mobile Mental Health Unit Manager the MMH Navigator will provide 24/7 Mobile mental health services to the members of Maskwacis territory with a Special lens towards youth and children.

The following is a list of Job Descriptions and duties for the Mobile Mental Health Unit Navigator. Duties and Responsibilities:

1. Duties and Responsibilities:

- a. Serves as a liaison between patients, families, healthcare providers, various agencies and cultural service providers to reduce barriers to care and that assure patients receive the care they need when they need it.
- b. Meet with patients to develop case plan.
- c. The navigator will focus on removing barriers to care and relentlessly advocate for our patient's health.
- d. Participate in multi-disciplinary case conferences and provide consultation, education and support to patients, families and other allied service providers.
- e. Develop/enhance positive working relationships/partnerships with other disciplines, agencies, health care professionals and cultural service providers in order to promote coordinated patient centered wrap around services.
- f. Be familiar with the cultural practices and beliefs regarding health.
- g. Home visitation to assess presenting situation and provide supportive and collaborative planning.
- h. Provide communication link between patients and service providers.
- i. Develop positive working relationship/partnership with other disciplines to promote health planning.
- j. Referral to appropriate follow-up services.
- k. Consultation with existing supports/services and provide supportive and collaborative planning.
- l. Assist patients to understand diagnosis, treatment options and resources available/
- m. Provide feedback to our organization focused on program improvements.
- n. Educate patients with regards to various symptoms and treatments for mental health issues.
- o. Perform other related duties as required.
- p. Available to work irregular hours (including evenings, weekends & holidays).
- q. Maintain patient privacy and confidentiality.
- r. To comply with all reporting requirements as assigned by the manager including filing reports on patient contact and on-going tasks on a case by case basis.
- s. To accept various project assignments that from time to time may be assigned by the manager in order to enhance, develop and expand the role and function of the Mobile Mental Health Unit, including the suggesting of various projects that the counsellor shall deem Appropriate.
- t. To enhance and develop working relationships with applicable agencies in Maskwacis with a goal to bolster collaboration and interoperability.

2. Organizational Responsibilities

As a representative of MAA, the Mobile Mental Health Unit Navigator is responsible for:

- a. Reflecting and interpreting the MAA Vision, Mission and Core Values in his/her own work with Enthusiasm and commitment
- b. Leading and promoting commitment in others for MAA.'s Vision, Mission and Core values
- c. Understanding and performing in accordance with the legislation, Policies and Procedures of his/her own service, program and Agency's
- d. Providing supervision, written probationary evaluations, written performance checklists and Annual evaluations
- e. Providing direction to and primary review of the work of professional consultants and purchase of service contractors, as directed by the general manager
- f. Participating in the recruitment, hiring and termination process for all mental health and and addictions management, specialists, professional consultants and employees as directed

by the general manager

- g. Understanding policies and procedures on employee rights, employment equity, access to information, privacy, safety and health – with respect to these policies, know the rights and obligations of managers and employees
- h. Understanding the Legislative and conceptual basis, policies and systems for financial, human resources and administrative management
- i. Knowing the relationship of services of his/her own program to other Agency programs and to the Agency Vision, Mission and Strategic directions
- j. Developing and maintaining respectful, cooperative working relationships to contribute to the Integrated, seamless delivery of services to the Maskwacîs community
- k. Applying Maskwacîs culture, values and traditions and teaching into policy and programming where possible.
- l. Ensuring accuracy and confidentiality and safekeeping of agency records and information
- m. Ability to apply theories in the assessment, planning and development of treatment services, management and administration
- n. Ability to manage an organizational structure and systems of operation which effectively and Consistently enact agency policy and procedure
- o. Ability to maintain confidentiality
- p. Ability to work within the policies, standards, procedures and the vision, mission and core values of MAA

Qualifications:

- Post-Secondary education preferred
- Punctual & Responsible
- Knowledge of community preferred
- Class 5 license required
- Child Welfare Check
- Vulnerable Person Check with RCMP

Please Submit Application/Resume, updated Criminal Record Check, Child Intervention Check and Driver Abstract.

*Applications and **actual job descriptions** may be picked up at the Personnel office located in the Ermineskin Tribal Administration office*

Incomplete Applications will automatically be screened out

FOR FURTHER INFORMATION CONTACT:

**Ermineskin Cree Nation
Personnel Department
Box 219
Maskwacîs, AB
T0C 1N0**

**Phone: (780) 585-3741 ext. 241 or 311
Edmonton Direct: (780) 420-0008
Red Deer Direct: (780) 343-1078
Ma Me O Beach Direct: (780)586-2545
Toll Free: 1-866-585-3941
Email: faith@ermineskin.ca**