

OPPORTUNITIES

The following positions are available within
Ermineskin Cree Nation
Updated: **March 2, 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 Maskwacis community
- k. Applying Maskwacis 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.

Service Clerk with the Property Management Department

CLOSING: March 16, 2021

Under the supervision of the Neyaskweyahk Subdivision (N.S.D) & Rural Home Coordinator and the Ermineskin Property Management (EPM) Manager, the Service Clerk will answer all home maintenance calls from the Ermineskin Cree Nation membership. Once the service request is identified, make consultation with NSD & Rural Home Coordinator or the EPM Manager the service clerk will forward the work order to the appropriate Trade. All service calls are limited to band units only within the Subdivision, Rural area, and corporate homes, Buck Lake, Ma-Me-O Beach, Usona and Smallboy Camp. Regular office hours are Monday to Friday, from 8:30a.m to 4:30p.m excluding every other Friday. This position requires overtime hours, evenings, weekends and holidays on a rotation basis.

Job Duties:

- Handle all service calls and walk-ins in a professional businesslike manner at all times. Service calls include but are not limited to plumbing, electrical, carpentry, septic tanks, wells, sheet metal, cisterns and pest control.
- Determine nature of service call and identify if it's an emergency (no heat, no water, sewer backup etc.) and prioritize.
- Review a checklist with the home occupant to troubleshoot over the phone and see if they can resolve the problem themselves.
- To ensure all service calls run smoothly, there must be a work order and daily log sheet kept of all incoming calls.
- All calls for Canadian Mortgage Housing Corporation (C.M.H.C) units will be taken and immediately contact the CMHC Manager for further direction.
- After consultation with the NSD & Rural Home Coordinator or EPM Manager, the Service Clerk may delegate work orders to the appropriate trade person then do follow up calls to ensure work was completed. Maintain the work orders posted on the work board.
- Ensure all the information is on the work orders before contractor payments are processed. ONLY by the EPM financial staff
- Organized all work orders and the yellow copies for each work order and put into each house unit file on a timely basis.
- Assist and maintain organized files for all band units.
- Input all service requests into a database or excel spreadsheet for record keeping and compiling reports in a timely manner as needed.

- Provide monthly and quarterly statistic reports for all service calls in all trades.
- Be knowledgeable in all services provided by EPM, Maskwacîs Health Services, Ermineskin Technical Services and other departments related to the band units.
- Maintain an open and honest communication with the N.S.D & Rural Homes Coordinator and EPM Manager on a daily basis with ongoing issues and further assistance in any service requests or concerns.
- Maintain a positive, professional and polite working relationship with all band members, contractors, trades persons, staff and outside agencies.
- Assist trades persons with maintaining their inventory and materials in stock. To be aware of what is available for after hour emergency calls.
- Accept housing applications for new units or renovations as needed.
- Assist with fax correspondence for the trade person with permits and Alberta First Call to identify lines before work is started
- Attend meetings and other duties as assigned by the NSD & Rural Home Coordinator or EPM Manager

Job Qualifications

- Minimum grade 12 or equivalent and previous office work experience
- Willing to work overtime on a rotation basis
- Strong communication skills both verbal and written
- Strong computer skills (word, excel, outlook)
- Effective time management skills
- High level of work ethics and commitment
- Highly organized and responsible in nature
- Great problem solving abilities
- Highly motivated and ability to work independently and in a team environment
- Excellent customer service skills, strong people skills and patient
- Strictly adhere to the oath of confidentiality

Please Submit Application/Resume and updated Criminal Record Check.

*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
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T0C 1N0**

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