



MATACHEWAN FIRST NATION

Box 160, Matachewan ON P0K 1M0

JOB POSTING

Job Title: Family Well-Being Coordinator

Reports To: Director of Finance and Administration

Position Summary

Reporting to the Director of Finance and Administration (DOFA), this position is responsible for developing and delivering a holistic Family Well-Being program in the Matachewan First Nation (MFN) community.

Term: Permanent, Full-Time

Hours of Work: 40 hours per week, Monday – Friday, 8:30 AM – 4:30 PM, with flexibility to work on weekends and evenings

Location: Matachewan First Nation

Compensation: \$50,000 – \$55,000 annually

Benefits: Employer-paid benefits package and enrollment in pension plan

Start Date: Monday, November 4, 2024

Areas of Responsibility

- Develop and deliver the Family Well-Being program to promote holistic health and well-being.
- Facilitate and coordinate access to community-based support and prevention services.
- Deliver age-appropriate programming with emphasis on native teachings and cultural activities.
- Maintain accurate programming records and submit detailed reports on a regular basis.
- Prepare annual budget, workplan, and program calendar.
- Provide, plan and organize transportation for clients to attend appointments when necessary.
- Attend workshops, career development and continuing education opportunities.
- Create and maintain client records in a confidential and professional manner.
- Other related duties as assigned.

Requirements

- Minimum grade 12 education or equivalent.
- College diploma or higher in health, education or social work considered an asset.
- Experience working with aboriginal families in a health, advocacy, support, or social development role.
- Excellent interpersonal skills with a client-focused approach.
- Proficiency in Microsoft Office Suite (Outlook, Word, Excel, PowerPoint, Teams).
- Able to work methodically and accurately, with attention to detail.
- Excellent verbal and written communication skills.
- Valid Ontario Class G Driver's License.

Requirements (continued)

- Acceptable recent Criminal Record and Vulnerable Sector Check.
- Training and certification in WHMIS, OHS or other relevant areas considered an asset.

How to Apply

Qualified candidates are invited to send their cover letter and resume to director@mfnrez.ca by **Friday, October 11, at 4:00PM.**