



MOHAWKS OF THE BAY OF QUINTE

KENHTEKE KANYEN'KEHÁ:KA

HUMAN RESOURCES, ADMINISTRATION OFFICE
24 Meadow Drive, Tyendinaga Mohawk Territory, ON K0K 1X0
Phone 613-396-3424 Fax 613-396-3627
Website: www.mbq-tmt.org

EMPLOYMENT OPPORTUNITY

Position Title: Practical Assistance Worker

Posting Type: Internal/External

Program: Diabetes Education Program

Location: Community Wellbeing Centre, Tyendinaga Mohawk Territory, ON

Position Type: Full Time

Duration: Permanent Position

Posting Closes/Deadline: July 10 2022, at 11:59 p.m.

Tentative Interview Dates: TBD

Salary Range: Pay Grade Level C (\$49 982 ~ \$53 788)

About Us:

Mohawks of the Bay of Quinte (MBQ) is a vibrant First Nation community located on the beautiful shores of the Bay of Quinte. We are located approximately 20 minutes from Belleville, ON and centrally located between Toronto and Ottawa. There are approximately 11,000 registered members with approximately 2200 residing in Tyendinaga. MBQ is an employer that prides itself on diversity and fairness, providing a progressive working environment that fosters culture, positivity, and growth.

Position Summary:

The Practical Assistance Worker is part of the Diabetes Education Program (DEP) team offering psychosocial services to community members with diabetes. The Practical Assistance Worker is required to coordinate the diabetes education client care, by coordinating case management; ensuring all data entry is complete; and making appropriate referrals and researching appropriate resources for the best client care. The position is also required to facilitate/co-facilitate and design group work programs in collaboration with the DEP team, and referral of clients to appropriate community support services; run educational seminars and undertake program development, quality improvement activities and peer and student education.

Reporting:

This position will report to the Diabetes Education Program Manager.

Summary of Main Responsibilities:

☞ Program Planning:

- Collaborate with the DEP team to determine the health issues and the availability of services and to develop goals for meeting needs which are to be addressed through programming.
- Develop educational materials and programs such as reports, bulletins, and visual aids for access by community members who visit the CWC in person and/or via MBQ website.

☞ Health Promotion and Prevention:

- Provide assessment, individual and group counseling, health education, case management, community rehabilitation and development for clients with diabetes

- Develop and implement diabetes health education and promotion campaigns within the community - such as, but not limited to, training workshops, conferences, and school or community presentations.
- ☞ **Administrative Functions:**
 - Develop, prepare, and coordinate required applications to provide appropriate advocacy for client and families, as needed.
 - Develop and maintain cooperative working relationships with agencies and other stakeholders to increase resources for clients as needed
 - Performing administrative functions to support the DEP operation.

Requirements:

- ☞ Minimum: Undergraduate Degree in Social Service Work
- ☞ Registration with the Ontario College of Social Workers and Social Service Workers
- ☞ 2 years practical experience in community advocacy work as a diabetes and health educator; or
- ☞ A combination of Education, Experience and Training may be considered
- ☞ CANFITPRO Fitness Instructor Specialist certification (preferred)
- ☞ Experience in a First Nations setting preferred
- ☞ Must provide a clear CPIC and VSC (documentation will be required if successful applicant)
- ☞ First Aid and CPR an asset (and must be willing to take the training if hired)
- ☞ Valid Driver's License and vehicle

Knowledge, Skills and Abilities:

- ☞ Knowledge of principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects.
- ☞ Diabetes knowledge/Training and in-depth knowledge and understanding of the nature of diabetes and related issues and patient care concerns (preferred).
- ☞ Evidence based practices, procedures, and current research in social work and specialized areas
- ☞ Ability to investigate and analyze information and to draw conclusions
- ☞ Proficient use of word processing (e.g. Word), Electronic Medical Records (EMR) and spreadsheet (e.g. Excel) applications and familiar with data base applications (data entry, search/sort and report generation), as well as use of email and electronic calendars (e.g. Outlook) (essential);
- ☞ Well developed interpersonal, public relations and relationship building skills
- ☞ Ability to maintain strict confidentiality

Behavioural Competencies:

- ☞ Must be an empathetic and non-judgemental person
- ☞ Must maintain strict confidentiality
- ☞ Be honest, respectful, and trustworthy
- ☞ Possess cultural awareness and sensitivity
- ☞ Be creative and flexible
- ☞ Demonstrate sound work ethic
- ☞ Demonstrate keen attention to detail

- ☞ *Internal Postings are for members of MBQ or active employees only*
- ☞ *The tentative interview date(s) are subject to change and are posted for planning purposes only*
- ☞ *MBQ is grateful for all who show interest in our First Nation and take the time to apply, however, only those chosen for an interview will be contacted*
- ☞ *Late applications will not be considered*
- ☞ *MBQ is an equal opportunity employer, as well, MBQ references Canada's Aboriginal Employment Preferences Policy*
- ☞ *MBQ is currently conducting interviews via Microsoft Teams and follows all Community Health guidelines as they relate to COVID-19*

Application Process:

If you are interested in this opportunity and possess the above list of qualities and requirements, please forward your resume and cover letter via mail, email, fax or in person to:

By Mail: Mohawks of the Bay of Quinte By Fax: 613-396-3627
24 Meadow Drive
Deseronto, ON K0K 1X0 By Email: careers@mbq-tmt.org
ATTN: Careers

For more information or a detailed job description, please contact Renee Brant at (telephone) 613-396-3424, (telephone or text) 613-885-4464 or (email) careers@mbq-tmt.org

To find out more about Mohawks of the Bay of Quinte, please visit our website at www.mbq-tmt.org

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