

## MONTANA FIRST NATION EMPLOYMENT OPPORTUNITY

**Title:** MISD Coach

**Department:** Montana Integrated Services Department

**Closes:** Extended APRIL 12, 2021

### MISD COACH SUMMARY:

The **MISD Coach** reports to the Montana First Nation Integrated Services Department (MISD) and is responsible for assisting the MISD team in a one-window approach with service and delivery of programming, ensuring control and accountability in accordance to policy. Providing these services in an effective and efficient manner will ensure that the MISD Programs are in the best interest of the Montana First Nation and the clientele and their families. The MISD Coach works closely with the MISD Director and the MISD team creating, supporting and maintaining services and programs that includes, but is not limited to: Social Development, Community Wellness Brighter Futures, PCAP, Education and Post Secondary, Youth, ISETS Training and Development, Job Corp and other stakeholders. The MISD Coach must be able to work in this fast-paced team environment to assure deadlines are met and that service deliveries are handled in a timely and efficient manner. The MISD Coach will be required to assist with the monthly, quarterly reports. Work plans, forecasts and budgets and collect statistical community data.

### DUTIES AND RESPONSIBILITIES:

- This position will be responsible for providing direct, regular, reflective and collaborative supervision
- Facilitate case management and review documentation
- Provide mentorship and coaching, with ability to identify strengths, successes, challenges, and areas for improvement
- Reviews training needs and helps to facilitate training opportunities
- Follows up on referrals and facilitates linkages when necessary
- Supports members to create meaningful linkages with other services providers on and off reserve through interagency meetings and memorandums of understanding
- Reviews case load and client goals: Manage caseloads and may be required to conduct home visits for initial assessments on a needed bases reinforcing goal setting and the level system developed in order to prioritize visits required
- Access appropriate and available services for their clients, including but not limited to; family planning, safe housing, health care, domestic violence issues, support for children with disabilities, parenting skills, addictions support and mental health services, etc.
- Promote problem-solving strategies and ensure that members are in a safe, supportive environment
- The MISD Coaches must work together as partners whose mutual goal is helping and empowering families.
- MISD Coaches will work with the MISD Director to ensure that safety policies and procedures are in place, that a method of documentation is established and that confidentiality is maintained. That statistical data is maintained for MISD.
- Assist members in setting individual goals based on their skill, education and training
- Collecting data for program reporting and evaluation requirements
- Participate in required training to enhance skills and understanding of MISD programs and services
- Obtain and maintain current CPR and First Aid Certification
- Attend mandatory trainings set out be FNIHB, PCAP, and other organizations
- Keep being well informed on trends and current issues of First Nation Peoples and family systems

## QUALIFICATIONS:

- Degree in social work, arts/psychology, education, or related field to the program
- Minimum Grade 12 Diploma or GED Equivalent (provide proof)
- At least three years of prior experience, or the equivalent combination of education and experience
- Work effectively and independently with little supervision
- Ability to support someone who will be working with families in crisis situations
- Ability to work with and support members
- Ability to work with MISD and other service providers and build strong working relationships
- Strong critical thinking and problem-solving abilities
- Strong communication skills (verbal and written)
- Demonstrated ability to effectively engage with high risk clients
- Ability to conduct interviews covering extremely sensitive and confidential issues
- Strong organizational and time management skills
- Must have a valid Drivers Licence and be able to travel on a daily basis
- Where needed, fluency in the Cree language is an asset
- Ability to plan and organize and manage time effectively
- Ability to promote, advocate, motivate, clients
- Respect for confidentiality
- Clear Criminal Records Check within the vulnerable sector and clear CYIM check are required
- Ability to work under pressure, meet tight deadlines and handle competing priorities; ability to multi task
- Must be proficient with computers and computer office programs, including key boarding and word processing
- Ability to Case Conference to provide wrap around supports to MFN members needing assistance in any area of life
- Knowledge and understanding of the Montana First Nation reserve, membership, language, culture and traditions
- Knowledge of First Nation issues and Treaties will be an asset
- Practice the utmost level of professionalism, be reliable and punctual at all times
- Must be willing to sign and Oath of Confidentiality and must abide with all MFN Policies and Procedures for Employees.

Please send your **Cover Letter**, **Resume**, **Criminal Record Check**, **Child Welfare Check**, and **3 Employment References** to:

Montana First Nation – Administrative Manager (Personnel)

PO Box 70, Maskwacis AB, T0C 1N0

Phone: 780-585-3744 ext.226

Fax: 780-585-3264

Email: [leannelouis@montanafirstnation.com](mailto:leannelouis@montanafirstnation.com)

Montana First Nation thanks all interested applicants, but only those selected that meet the necessary criteria, will be contacted for an interview. Please provide all documents. The successful applicant will be required to submit a photocopy of Driver's License and all documents of proof of Education. Thank you!