

MONTANA FIRST NATION EMPLOYMENT OPPORTUNITY

Title: MISD – Family Support Coach

Department: Montana Integrated Human Services Department

Closes: UNTIL A SUITABLE CANDIDATE IS FOUND

Montana First Nation is seeking a highly motivated individual to work as the MISD Family Support Coach. The MISD Family Support Coach will report to the MISD Integrated Service Managers, the incumbent will be required to participate in the “One Window Approach to Service Delivery” and will be working in a team environment with all MISD clients to coach and support them in all their plans towards independence.

Duties and Responsibilities:

1. Manage client load assigned by MISD Integrated Service Managers and provide case management and administer all program supports that fall under the MISD mandate.
2. Must learn, understand and implement the integrated service delivery model.
3. Provide direct outreach, home visitation, case management and advocacy services to prenatal parents and high-risk families with children (age 0-6 years) while maintaining confidentiality
4. Provide coaching, advice and support for MFN members, including Case Conferences to support clients towards independence and self reliance.
5. Will participate in the “one window approach” within MISD and must be willing to learn of all other programs under MISD in order to provide seamless services and supports to all MFN members.
6. Collect and prepare data for program reporting and evaluation requirements.
7. Provide counselling and support to individuals and families and will assist clients and families set goals and identify steps to achieve those goals.
8. Confidential individual, family or groups counselling about the causes and effect of drugs/alcohol/mental health disorders and/or addictions, including providing support for families dealing with mental health disorders and/or addictions.
9. Work in collaboration with the MISD team to provide referrals for treatment.
10. Work in collaboration with the MISD team to provide education to individuals and groups, such FASD, mental health, effects of drugs/alcohol, etc.
11. All other duties and responsibilities as it pertains to the Montana Integrated Service Department, and as directed by the MISD Integrated Service Managers and/or Director of Operations

Qualifications and Requirements:

1. Bachelor’s Degree or College Education in Humanities, Administration, Social Work or any other related areas will be preferred
2. Minimum Grade 12 Diploma or GED is required
3. Reliable transportation and a valid Driver’s License is required
4. Minimum 2 years related experience in Social Work, Coaching and Career development and planning in a First Nations community
5. Excellent interpersonal and strong communication skills required
6. Experience in a comparable work environment with similar scope, independence, responsibility and authority an asset
7. Must be experienced in working with First Nations families
8. Strong organizational skills required with the ability to work under pressure, meet tight deadlines and handle competing priorities; ability to multitask
9. Must be proficient with computers and computer office programs, including keyboarding and word processing
10. Ability to Case Conference to provide wrap around supports to MFN members needing assistance in any area of life.
11. Knowledge and understanding of the Montana First Nation reserve, membership, language, culture and traditions
12. Must be drug and alcohol free for at least 3 years.
13. Practice the utmost level of professionalism, be reliable and punctual at all times
14. 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, Clean Drivers Abstract, and 3 Employment References** to:

HR Generalist – Montana First Nation
PO Box 70, Maskwacis AB, T0C 1N0 Phone: 780-585-3744 ext.247 Fax: 780-585-3264
Email: ryanpotts@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!