

MONTANA FIRST NATION EMPLOYMENT OPPORTUNITY

Title: MISD – Health and Wellness Co-Ordinator

Department: Montana Integrated Human Services Department

Closes: UNTIL A SUITABLE CANDIDATE IS FOUND

Montana First Nation is seeking a highly motivated individual to work in the Montana Integrated Service Delivery (MISD) as the MISD Health and Wellness Co-ordinator. The MISD Health and Wellness Coordinator will report directly to the Integrated Human Services Manager of the Montana Integrated Service Delivery (MISD) and is responsible for assisting the MISD team in the promotion of Recreation programs while maintaining strict compliance to Montana First Nation policies and procedures. Providing these services in an effective and efficient manner will ensure that the Department's Programs are in the best interest of the Montana First Nation members and their families.

Duties and Responsibilities:

1. Must learn, understand and implement the integrated service delivery model
2. Maintain safe and clean equipment and facility
3. Must support further training in the recreation field
4. Must develop and evaluate options regarding equipment and facilities
5. Must prepare monthly inventory
6. Must report any repairs and restoration to the Integrated Human Services Manager
7. Must contribute to team effort
8. Responsible for setup and take down of all recreation programs
9. Must monitor all recreation programs
10. Must ensure the safety of all Recreation equipment and areas
11. Must ensure the cleanliness of all recreation vehicles and facilities
12. Must ensure flexed work schedules are followed accordingly
13. Must work closely with the MISD Integrated Human Services Manager and the MISD team creating, supporting and maintaining services and programs under the MISD umbrella
14. Maintaining reports and spreadsheets as requested and required as it relates to the MISD department
15. General office duties including but not limited to email, scanning, copying, filing, data entry, coding receivables, providing public information and updating information for MISD services and programming, etc.
16. Knowledge of computers and computer programs for services including but not limited to, Microsoft Word, Excel, email, 360, etc. considered an asset
17. Maintain regular consistent and professional attendance, punctuality, personal appearance, and adherence to relevant health and safety procedures
18. Ensure proper procedures and protocols are adhered to as it relates to MISD program services
19. Create and maintain good working relationships with all
20. Ensure monthly financial reporting to MISD Integrated Human Services Manager
21. Submissions of pay lists that are accurate and properly completed as required
22. Must sign Oath of Confidentiality
23. Any other related duties as assigned by the MISD Integrated Human Services Manager

Qualifications and Requirements:

1. Minimum Grade 12 Diploma or equivalent
2. First aid/CPR an asset
3. Must have experience in the recreation field
4. Must have a valid Alberta Class 4 driver's License
5. Certification or diploma in related field an asset
6. May be subject to a random drug test

Please send your **Cover Letter, Resume, Criminal Record Check, Child Welfare Check, Vulnerable Sector Check, Driver's 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!