



**Community Health Representative
Eel Ground Health Centre
Natoaganeg (Eel Ground) First Nation
Competition 2024-HL-03**

Status: Permanent full-time

Hours of work: 75 hours bi-weekly, Monday to Friday

Salary: Dependent on education and experience

Closing date: May 17th, 2024

Anticipated start date: June 3rd, 2024

The mandate of the Eel Ground Health and Wellness Center is to ensure the health needs of the community are met through the design, implementation and delivery of proactive health care services, initiatives and programs.

Reporting to the Health Director, the Community Health Representative (CHR) will work with the Eel Ground Health Centre team to provide health related education, promotion and support about healthy individuals, families and communities based on a holistic approach to health and healthcare.

Primary Areas of Responsibility

Health, Education and Prevention:

- Organization of workshops, school health programs and health fairs
- Collecting and distributing relevant health materials to individuals and community
- Organizing various health promotion presentations/workshops, etc. on chronic disease management
- Working with the Dietitian to provide diabetes education and prevention
- Providing community members with other awareness sessions on maintaining healthier lifestyles
- Preparing 3-month workplans on health-related activities

Records Management:

- Providing clients with information regarding Non-Insured Health Benefits.
- Assisting clients with long distance travel arrangements for appointments
- Maintaining and inputting transportation data for reporting purposes
- Maintaining and safeguarding confidential health file records and information management systems
- Updating the Health Centre's website, Facebook and with health information
- Completing annual report
- Preparing monthly calendars of events for community distribution

Liaison Activities:

- Participating in health clinics as necessary

- Attending community health meetings and conferences at local, regional and provincial levels
- Representation on committees relevant to the position

Other:

- The CHR will undertake any other responsibilities and duties as may be required to ensure the health needs of the community are met.

Knowledge, Education and Training

Grade 12 or equivalent with post-secondary graduation or certification in a relevant health field and related experience working in the provision of health, wellness, or care services, or an equivalent combination of training and experience. Demonstrated experience in working with Indigenous communities.

Other Requirements:

- Successful criminal record/vulnerable sector checks upon hire
- Immunization Certification
- Proven ability to work within a team environment with respect to professionalism, cooperation, sensitivity and cultural awareness
- CPR Certification
- Partake in training for capacity development
- Willingness to work evenings or weekends for special events
- Valid driver's license and reliable transportation
- Physical and mental ability to perform the job

Key Competencies

- Good interpersonal, oral, and written communication skills
- Knowledge of current trends in health promotion as well as a basic understanding of chronic disease
- Ability to identify health issues and formulate an action plan
- Knowledge of traditional healing methods as well as community and cultural norms
- Proficient computer skills: MS Word, Excel, Outlook, PowerPoint, internet, email
- Ability to organize, plan and meet deadlines
- Demonstrated ability to multitask, organize, and coordinate work activities, and priorities
- Well versed in office administration, records management information systems, and applications
- Passion and commitment to health and wellness
- Proven ability to safeguard confidentiality

Those interested in applying are asked to submit their resume to Careers@NatoaganegFirstNation.ca on or before Friday, May 17th, 2024. Please clearly reference competition 2024-HL-03. While we thank all who have applied, only those selected for interview shall be contacted.