

## EMPLOYMENT OPPORTUNITY



**POSITION:** COMMUNITY WELLNESS WORKER  
**PROJECT:** Kaie:ri:nikawera:ke Day Centre  
**LENGTH:** October 4 2021 to March 31 2022 (with possibility of extension)  
**CONDITIONS:** FULL-TIME (37.5hr/week)

*The Native Friendship Centre of Montreal (NFCM or 'Centre') is a non-profit, non-sectarian, autonomous community organization whose principal mission is to promote, develop and enhance the quality of life in the urban Indigenous community of Montreal. We are currently seeking a highly qualified individual to assume the position of the Community Wellness Worker.*

### ACCOUNTABILITY

Under the direct supervision of the Kaie:ri:nikawera:ke Day Centre's Team Leader, the Community Wellness Worker will oversee client files and provide referrals, intervention, and support to our Indigenous participants in their journey to achieve their healing and wellness goals. The Community Wellness Worker will be expected to work within a trauma-informed framework while maintaining a culturally-inclusive and appropriate practice.

### QUALIFICATIONS

- 3 years of experience working in a community-based organization or in a similar role
- Bilingual (English and French); an Indigenous language is a strong asset;
- Advanced Microsoft Office skills, with an aptitude to become familiar with other software;
- Ability to work with minimal supervision in a team oriented setting;
- Excellent interpersonal and communication skills
- Ability to respond effectively to individuals in crisis;
- Diplomacy, tact and judgement;
- Problem solving and conflict resolution skills;
- Strong knowledge of health and social services network as well as Indigenous / non-Indigenous community-based resources;

### RESPONSIBILITIES

The duties/responsibilities will include but are not limited to:

- Assessing the needs of the participants, listening to their concerns, and providing information or referrals to the appropriate resources available to them;
- Maintaining client files, including preparation of intake forms, documentation, input into databases
- Supporting our Indigenous participants with one-on-one interventions;
- Advocating for our community members when necessary;
- Involving the community members in developing a holistic approach to achieve their health and wellness goals;
- Providing a teamwork approach to promote coordinated interventions within our organization;
- Acting as a liaison with other Indigenous and non-Indigenous organizations and agencies to facilitate case management to ensure the participant's needs are being met;
- Collaborating in the development of culturally relevant programs and services to support our participant's healing journey;
- Supporting frontline staff with activities/services/interventions of the Kaie:ri:nikawera:ke Day Centre;
- Submitting periodic activity reports to their Team Leader;
- Participating in team meetings and supervision;

### WORKING ENVIRONMENT/HOURS

The work schedule is full-time (37.5 hours per week) Monday through Friday. Hourly rate: \$25/hr plus benefits. Attendance at events, meetings, training, and workshops is mandatory.

**CLOSING DATE:** Applications will be accepted until the position is filled.

**PLEASE FORWARD YOUR RESUME AND COVER LETTER VIA EMAIL OR WEBSITE TO:**

Native Friendship Centre of Montreal Inc.  
2001, blvd St-Laurent  
Montreal, QC H2X 2T3  
[info@nfc.org](mailto:info@nfc.org)  
Fax: 514.499.9436  
<https://nfc.org/en/>

Only those applicants selected for an interview will be contacted.

Preference will be given to Aboriginal (First Nations, Métis, Inuit) applicants but all are encouraged to apply.

