

## EMPLOYMENT OPPORTUNITY

**POSITION:** FOOD SECURITY OUTREACH WORKER (FULL-TIME)  
**PROJECT:** "FOOD SECURITY PROGRAM"  
**LENGTH:** July 26 2021 until March 31, 2022 (with possibility of extension)

*The Native Friendship of Montreal (NFC or 'Centre') is a non-profit, non-sectarian, autonomous community development agency, 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 driver.*

*The objective of the Food Security Program is to ensure access of nutritious food baskets and frozen meals to the Indigenous community. The typical client profile is Indigenous families, elders and individuals who are currently facing food insecurity in Montréal. The NFCM is working closely with the NETWORK and other partner organizations to offer this Food Security Program. Applicants must be able to pass a criminal background check.*

### ACCOUNTABILITY

The successful candidate will report directly to the Services Coordinator, the Executive Director or their designated and will be responsible for providing direct integrated services to our community members. He/she will also work closely with NFCM personnel and external agencies or community partners to provide non-judgemental active listening, emotional support, and referrals.

### QUALIFICATIONS

- A minimum of 2 years of demonstrated experience in community work with agencies and services relevant to the at-risk indigenous community or a diploma in the field of human sciences (social work, psychology, sociology);
- Strong knowledge of urban Indigenous issues and the effects of intergenerational trauma;
- Experience in individual and group intervention;
- Demonstrated ability to respond to crisis situations;
- Problem solving and conflict resolution skills
- Must be capable of manual labor;
- Motivated and enthusiastic team player;
- Strong teamwork skills and work ethic;
- Reliable, punctual, discreet, professional;
- Highly flexible and adaptable;
- Diplomacy, tact and judgement;
- Must be available to work flexible schedule days and evenings Monday through Friday;
- Québec Class 5 Driver's License with acceptable driving record;
- Bilingualism (English and French) written and spoken is required in this position; an Indigenous language is an asset;
- First Aid / CPR / ASIST certification an asset;

### RESPONSIBILITIES

- Provide direct services to Indigenous people in need by sorting, transporting and delivering food baskets and frozen meals;
- Offer support with the coordination of general delivery requests;
- Preparation of food baskets if needed;
- Load and unload vehicle while keeping the food basket and NFCM property safe and secure at all times;
- Reviewing orders before and after delivery to ensure that orders are complete.
- Ensure that Indigenous people have an awareness of direct integrated services provided by the NFCM and services to those who may not use the Day Centre;
- Identify the needs of the participants in order to be able to refer them to other community based resources;
- Work in collaboration with our community partners and/or government agencies to facilitate personalized support and referrals ;
- Provide active listening and emotional support, if required ;
- Respect project's participants by ensuring confidentiality;
- Actively participate in team debriefing sessions, staff meetings, etc.;
- Maintain service statistics and client contact sheets, reporting, filing, photocopying;
- Other duties/responsibilities as delegated by Services Coordinator or Executive Director

### WORKING ENVIRONMENT/HOURS

Full-time (37.5 hours per week), Monday through Friday, days and evenings (may vary). Hourly rate: \$25/hr. Attendance at events, meetings, training, and workshops is mandatory.

**The opportunity is open until the position is filled.**

**PLEASE FORWARD YOUR RESUME AND COVER LETTER 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.**