

**UNITED NATIVE FRIENDSHIP CENTRE
JOB DESCRIPTION**

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| Position Title: Healing & Wellness Worker | Date Created: |
| Job Class 3 | Date Revised: March 2020 |

IMMEDIATE SUPERVISOR: Assigned Team Lead or Designate

SUPERVISION: Employed by the United Native Friendship Centre, responsible to the policies and directions as determined by the Executive Director and the Board of Directors and under the direct daily supervision of the Assigned Team Lead or Designate.

OBJECTIVES OF THE POSITION: To ensure that the healing and wellness needs of the Urban Indigenous community are addressed by implementing the Healing and Wellness Strategy at the local level in order to reduce family violence, promote healthy lifestyles, culture-based programming and healing.

AREA OF RESPONSIBILITY: The Healing & Wellness Worker is responsible for the coordination of services to meet the needs of the community within the mandate of the Healing and Wellness Strategy.

QUALIFICATIONS:

- Social Services Education
- 1-2 years' experience in the area of Social Services
- Knowledge of local Indigenous language and culture(s)
- Superior oral and written communication skills
- Confident group facilitation skills with multiple group members
- Knowledge and experience working with Indigenous people
- Knowledge and experience working within the Indigenous culture-based healing and wellness strategies
- Excellent computer skills including databases
- Ability to work as a member of a team as well as excel individually
- Superior ability to work to deadlines with minimum supervision
- Strong interpersonal skills
- Strong advocate for Indigenous people and a proponent of indigenous decision-making
- Good management and planning skills
- Sensitive and accepting to the cultural medicines and ceremonies including smudging.
- Knowledge of community resources that would support healing & wellness
- Valid Driver's License and access to a vehicle.
- Satisfactory Vulnerable Sector Check attained within policy guidelines
- Current First Aid/CPR and WHMIS

JOB SPECIFICATIONS:

Individuals and Families

- a) Identify families and/or individuals in need of healing and wellness services.
- b) Assess family and/or individuals needs to determine the extent of services required.
- c) Provide emergency services to violent family situations including support and follow-up.
- d) Refer victims to appropriate services.
- e) Link abusers with legal services or appropriate treatment services.
- f) Provide ongoing liaison service and follow-up to ensure family and individual needs are being met.
- g) Promote healthy lifestyles by conducting home visits, healing circles, workshops, seminars and public education forums.
- h) Know of and work with community agencies to support healthy families.
- i) Promote violence-free lifestyles.
- j) Promote Indigenous culture-based family healing.
- k) Support the development of healing circles, peer support groups and self-help processes to assist in community healing, anger management, positions self-image development, alternative discipline methods and positive relationships.
- l) Work with other Friendship Centre programs and staff to promote a coordinated approach to healing and wellness.
- m) Work with other Indigenous organizations and First Nation staff to promote a coordinated approach to healing and wellness.
- n) Work with residential school survivors and their families.

Community

- a) Conduct children's, youth, men's and women's healing circles.
- b) Promote, by programming and personal example, the development of positive role models in the community.
- c) Initiate community development activities which will lead to healthy families and lifestyles.
- d) Facilitate community events to promote healing, wellness, addictions-free activities, positive parenting, family interaction and cultural awareness.
- e) Promote positive family interaction and activities targeting disadvantaged and single-parent families.
- f) Facilitate the positive re-establishment of families.
- g) Participate in the development and establishment of culturally-sensitive services which address family healing and wellness.
- h) Facilitate, plan and organize the involvement of elders and traditional people, who have undergone their own healing and wellness journey.
- i) Promote the Healing and Wellness Strategy.
- j) Organize/prepare community presentations promoting the program and the Friendship Centre.

Other Community Services

- a) Establish a relationship with community resources to facilitate increased sensitivity and awareness.
- b) Establish a system of referrals.
- c) Assist clients with referrals to other local agencies in order to ensure that all clients receive the service and support they require.
- d) Promote linkages amongst community agencies so that the Indigenous community will have greater access to holistic healing and wellness approaches.
- e) Facilitate the understanding and support of community agencies for the Healing and Wellness Strategy.
- f) Undertake any other such duties as may be assigned from time-to-time.

Administration

- a) Report regularly to the Team Lead or Executive Director.
- b) Prepare accurate activity and statistical reports and submit as required for the Funders.
- c) Participate in any evaluation developed by the OFIFC for the Program.
- d) Attend meetings, workshops, seminars and training established for the program as necessary.

EVALUATION: The position will be evaluated after completion of a three and six-month probationary period and on an annual basis thereafter. It will be based on the Standard of Performance in the description and goals of the program as agreed upon by the Board of Directors and the Executive Director.

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| By signing this document, I acknowledge that I have read, understand, and agree to the above description related to my position at the United Native Friendship Centre. | |
| Employee name: | |
| Employee Signature: | Date: |