

United Native Friendship Centre Job Description

Position Title: Urban Indigenous Healthy Living Program Worker	Date Created: 2012
Job Class 3	Date revised: April 2020

IMMEDIATE SUPERVISOR: Assigned Team Lead or Designate

POSITION SUMMARY: The Urban Indigenous Healthy Living Program Worker is accountable to the United Native Friendship Centre and responsible to the policies and direction as determined by the UNFC Board of Directors and Executive Director. To design and implement healthy lifestyle programming with the intent to improve health status through increased physical fitness, improve cardiovascular health, smoking education and improved nutritional knowledge and practices. The Urban Indigenous Healthy Living Program Worker will ensure that the goals and objectives and overall policy of the UNFC are adequately met, providing support to all programs.

AREA OF RESPONSIBILITY: The Worker is responsible to design, develop, coordinate, facilitate, monitor, and evaluate healthy lifestyle programs based on community needs and interests. The Worker will ensure that program design and delivery comply with Friendship Centre and Ontario Federation of Indian Friendship Centre's standards of performance and that all program requirements are attained.

QUALIFICATIONS:

- Sports & Recreation related Diploma and/or equivalent training experience and certification (ie: Fitness Instructors Specialist Certification, etc.)
- 1 – 2 years' experience this or similar in field
- Experience in physical fitness training or be willing and capable of being certified to facilitate a broad range of physical fitness programs
- Excellent knowledge about healthy lifestyle behaviours, specifically nutrition, healthy weight, and the benefits of living smoke free
- Knowledge of the United Native Friendship Centre and the various programs provided to the community
- Knowledge of the local Indigenous culture and the social reality that youth, women, and seniors experience in urban settings
- Knowledge of Ojibway language is considered an asset
- Must have experience in program planning, development, implementation, data collection, and evaluation
- Excellent written and oral communication skills
- Skills and experience in presenting educational workshops and facilitating groups
- Excellent computer skills (ie: Microsoft Word, Excel, etc.)
- Able to meet deadlines with minimal supervision
- Work as a team player and coordinate activities with other staff & programs
- Willing to travel occasionally to attend professional development
- Possess a passion for and be willing to role model healthy lifestyle behaviours
- Current First Aid/CPR and WHMIS certification or be willing to be certified
- Satisfactory Vulnerable Sector Check will be a condition of the employment offer

JOB SPECIFICATIONS:

- Consult with community to determine healthy lifestyle program needs and interests, specifically with Indigenous, youth, adults and seniors
- Develop and manage the program schedule on a quarterly basis reflecting the needs, interests and available resources of the community and ensuring that mandatory program components are met
- Plan, organize, supervise, assess, and facilitate physical fitness and recreation programs, sport activities, healthy eating and weight management programs, youth leadership and smoking cessation programs appropriate for participant knowledge base and physical capabilities
- Maintain and manage program activity records and participant files
- Evaluate program effectiveness and identify program enhancements
- Regular communication and program coordination with other Friendship Centre programs
- Establish and maintain relationships and partnerships with local community sports, fitness, and recreation agencies/organizations
- On-going program promotion within the community, specifically targeting Indigenous youth, adults and seniors
- Actively seeking volunteers to assist with and support program activities
- Ensure that all program reports are accurate, complete and are submitted in a timely manner
- Ensure that all programs and activities are facilitated to meet health and safety standards, addressing injury prevention
- As directed and required, participate in professional development and ensure certification is kept up-to-date, specifically First Aid/CPR and Injury Prevention
- Ensure that programs are available outside of the Friendship Centre normal hours of operation (Monday to Friday)
- Regularly report to the assigned Team Lead
- Create and maintain community relationships and role model healthy lifestyle behaviours
- Other duties as required

G. EVALUATIONS:

The position will be evaluated after completion of 3- and 6-month probationary periods and then on an annual basis thereafter. It will be based on the UNFC standards of performance and specific goals of the program as agreed upon by the Board of Directors and the Executive Director.

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