



JOB OPPORTUNITY

Health Program Delivery Assistant

Animbiigoo Zaagi'igan Anishinaabek is seeking an individual to fill this position for a 6 month contracted period with possible extension

SCOPE

Under the direction of the Band Administrator, the AZA Health Program Delivery Assistant, will provide services to ensure effective prevention and awareness programming and services are implemented throughout the AZA Health Department. This position will work directly alongside the other Health department front line workers to ensure effective service delivery between the concurrent programs.

KEY RESPONSIBILITIES

- Assist the Health Department Frontline workers with specific Program Delivery.
- To work as a co-ordinating team member within AZA Health Department, providing integrated services which include providing care, education and family support to AZA families.
- Work alongside the AZA Health Programs to enhance the Communities current services.
- Research and develop program specific educational and promotional material.
- Communicate with AZA Families, Community and Departments, collecting, analyzing, and presenting verbal and written information appropriately.
- Travel to AZA Communities subject to program direction.
- Any other duties as instructed by the Band Administrator.
- Maintain confidential documents to ensure trust is established when dealing with Clients and Community.

QUALIFICATIONS

- Grade twelve (12) or equivalent required.
- Extensive knowledge of Microsoft Office Programs.
- Demonstrated working experience in the Health or Social Services fields.
- Knowledge and understanding of the First Nations needs/concerns.
- Valid Ontario Driver's License and access to reliable vehicle.
- CPIC upon request

LOCATION: Beardmore, ON

SALARY: Commensurate with education and qualifications

Please forward your resume with a covering letter and three references to:

Priscilla Graham, Band Administrator
Animbiigoo Zaagi'igan Anishinaabek
Box 120, Beardmore, Ontario P0T 1G0
Email: pgraham@aza.ca Fax: (807) 875-2786

We thank you for your interest, but only those granted an interview will be contacted.

Applications must be received by Noon on, June 16, 2017