



## EMPLOYMENT OPPORTUNITY

### Community Wellness Worker; Recreation and Education

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Department: Health Services – Healthy Living

Posting Date: January 24, 2025

Location: Nipissing First Nation, ON

Schedule: Standard Work Week/35hrs

Job type: Full Time, Contract End Date: March 31, 2026

Vacancies: 1

New or Existing Position: New

Reports To: Manager, Healthy Living

Starting Salary: \$ 40, 768.00

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The Community Wellness Worker will work under the supervision of the Manager, Healthy Living. Facilitating and delivering recreation programs, services, and education opportunities. The Community Wellness Worker will also be responsible for utilizing local resources and establishing local partnerships to enhance community capacity to meet recreational and health education needs.

#### **What you'll do in the role**

- Design, plan, implement and evaluate community-based recreation and health education programs responsive to community's needs, with a focus on health improvement and decreasing health risk.
- Enhance volunteer capacity by actively advertising and recruiting for volunteers to lead and support programs
- Act as a resource for other programs
- Develop partnerships with other community organizations to enhance program outcomes
- Research funding sources and recreation opportunities
- Include cultural and traditional recreation and wellness opportunities
- Assist in the development and maintenance of policies, procedures and protocols as they relate to recreation and health promotion
- Assist in the development of culturally appropriate educational materials
- Provide submissions to the NFN Newsletter to advertise opportunities
- Collect information and prepare accurate activity and financial reports for submission as required by agreement and/or employer with attention to deadlines
- Participate in both internal and external community initiatives/efforts which support optimal levels of well-being (i.e., Service Integration)
- Participate in larger scale collective efforts that promote community wellness (i.e., special funding projects)
- Represent NFN and Health Services in both internal and external committee memberships as deemed appropriate

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- Collaborate and work closely with community organizations to enhance program outcomes
- Complete and submit administrative reports (leave forms, activity logs/calendars, monthly reports) in a timely manner
- Participate constructively as a team member in staff meetings, seminars and training sessions as required
- Participate in a performance appraisal and/or employee feedback process
- Make reasonable efforts to maintain in good order the property of NFN Health Services
- Notify Healthy Living Manager or designate of any occurrence involving person or property and follow reporting protocols
- Fully respect and abide by all aspects of the Health Centre and the NFN standards, policies and procedures
- Act in a professionally appropriate manner both when and when not working and be a positive role model for clients and the NFN community
- Complete other job-related duties as may be assigned by the Health Services Manager
- Facilitate teachings that provide a basic understanding of health conditions including physiology, activity, nutrition, medication, prevention, monitoring, complications, etc., to adult and senior community
- Assist with developing goals and objectives that will meet the needs of the adult and senior community
- Assist in the development of culturally appropriate educational materials
- Encourage and support community involvement in the promotion, provision and advocacy of healthy lifestyle choices.
- Promote health education, movement workshops and activities to increase or maintain mobility and reduce fall risk.

#### **Just a few reasons to join Nipissing First Nation**

- Opportunity to work with a dynamic team with career growth across multiple departments.
- Nipissing First Nation prides itself in providing its employees with job security, competitive wages, and a safe working environment.
- On-the-job training to support your success in the role.
- Casual dress

#### **What you bring to the table**

- Respect for indigenous culture and willingness to learn Ojibwe.

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- Post Secondary Education in Recreation, Education, Health & Wellness, or a related field is an asset.
- A minimum of one year's relevant work experience in community planning, wellness, or recreation is preferred.
- Personal Trainer or Fitness certifications as an asset
- Current First aid and CPR with AED or willingness to obtain employment.
- A Valid Ontario Class "G" Driver's License and access to a reliable personal Vehicle
- A recent (within 3 months) Criminal/Police Record Check and Vulnerable persons Check
- Safe Food Handling Certificate or willingness to obtain.
- Strong communication and organizational skills.
- Ability to work independently and as part of a team.
- Knowledge of local resources and services related to community wellness is a plus.
- Knowledge of Aboriginal culture and language an asset
- Knowledge of community based recreational activities for adults and seniors
- Knowledge of program reporting including budgets
- Skills in program design, development, implementation and evaluation design and measurement which integrates western and traditional practice or approaches
- Ability to liaise with internal and external service agencies within and outside the community, to enhance program outcomes
- Capable of facilitating and coordinating group sessions or workshops.
- Experience in writing proposals and managing program budgets.
- Ability to work in a manner respectful of First Nations culture, values, and beliefs
- Ability to protect the personal health information of clients and maintain a high degree of confidentiality
- Ability to act professionally and work with minimal supervision
- Ability to work as a multi-disciplinary team member
- Flexibility to work variable hours as needed.
- Strong written and verbal communication abilities.
- Effective interpersonal, problem-solving, and conflict resolution skills.
- Ability to maintain confidentiality and protect personal health information.
- Excellent time management, organizational and administrative skills
- Proficient computer experience in Microsoft 365 applications
- Willingness to undertake continuing education/training

#### **APPLICATION DEADLINES:**

Nipissing First Nation adheres to the following process for our recruitment practices.

**Closing - 1st Round February 7<sup>th</sup> ,2025**



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- Opportunities are open to all registered Nipissing First Nation members. Please advise your status in your application
- Applicants who are considered Round 2 or Round 3 will not be considered, regardless of when the application is received.
- If no suitable candidate is found, the process will proceed to Stage Two

#### **Closing - 2nd Round February 14<sup>th</sup>, 2025**

- Opportunities are open to spouses and children of registered Nipissing First Nation members and registered members of other First Nations. Please advise your status in your application
- Applicants who are considered Round 3 will not be considered, regardless of when the application is received.
- If no suitable candidate is found, the process will proceed to Stage Three

#### **Closing - 3rd Round February 21<sup>st</sup>, 2025**

- Opportunities are open to all applicants (status and non-status)
- The posting will be open until filled.

*If you are excited by this opportunity and want to be a part of Nipissing First Nation, please **apply online by emailing your cover letter and resume to [resumes@nfn.ca](mailto:resumes@nfn.ca) no later than 4:30pm** on the application deadline noted above.*

#### **Are you a member of NFN? If so, please read below:**

- ✓ Nipissing First Nation supports the training and growth of their members and strongly encourages their members to apply to positions.
- ✓ Work experience and training opportunities are taken into consideration when screening applications.
- ✓ Nipissing First Nation members are encouraged to apply to all rounds of employment postings.
- ✓ As per Section 24(1)(a) of the Ontario Human Rights Code, Nipissing First Nation gives preference to First Nation applicants for any employment opportunities.

**Miigwech to all applicants for their interest; however, only those selected for an interview will be contacted.**