



Position: Treatment Resources Project Coordinator

Accountability: Health Services Manager

Salary: \$49,753 - \$56,542

Employment Status: 2-year Full Time Contract

Hours of Work: 32 hrs

Preferences: MFN Band Members

Circulation Level: Level I

The **Treatment Resources Project Coordinator** will:

- Explore existing Indigenous and non-Indigenous public and privately funded Substance Dependency Detox/Withdrawal Management, treatment and after care programs/models within the local area and produce a detailed description report on the findings. Specify the current land-based programs and identify what Treatment facilities/programs are being planned and/or developed within the local North Shore Tribal Council Member First Nations
- Explore existing Treatment programs and facilities within the province to produce a required report.
- Work with partnered organizations and committees to access resources for community members as well as the exploration of co-development and co-management opportunities in the creation of a treatment program.
- Coordinate with the MFN Drug and Alcohol Addictions Worker to provide Community education sessions.
- Conduct a community needs assessment to the current community need and identify the gaps in treatment service
- Conduct a feasibility study to develop estimate budgets and staffing requirements along with the estimated need of the community.
- Establish the selected Treatment Program option that MFN has agreed upon and develop capital, start up and maintenance and operational budgets to implement the treatment program; include staffing requirements and job descriptions. Include a description of client and family services provided at the facility, the service delivery model and the facility's evaluation plan and tools.
- Seek out specific Indigenous federal and provincial capital and operational funding opportunities to implement the program including any proposals previously submitted by MFN
- Ensure confidentiality and safekeeping of all MFN's documents and records.
- Develop and maintain accurate, up-to-date, and concise work files.
- Ensure detailed records and statistics of all meetings related to the project are maintained.
- Prepare and submit monthly reports, attendance records and travel expense claims.
- Follow the Agency's human resources, finance and other policies and procedures in the performance of duties
- Other duties as required and assigned

The **Treatment Resources Project Coordinator** will possess the following education, experience, and skill qualifications:

- Mississauga First Nation Band Member or a person of Aboriginal decent is preferred
- Formal education and/or experience in Social Services
- Knowledge of Microsoft Office Suite software programs
- Experience working with Aboriginal people, public organizations, and communities
- Proven ability to establish and maintain respectful relationships with co-workers and the public
- Knowledge of First Nation programs and services and operating regulations
- Knowledge and understanding of Mississauga First Nation, traditional territories, and aboriginal traditions & culture
- Excellent communication, motivation, leadership, and interpersonal skills.
- Must provide or ability to obtain a valid Class "G" Ontario Driver's License
- Must be able to work flexible hours

TO APPLY: Customize your cover letter and resume to the duties, experience, expectations, and qualification listed on the job posting. If you are a member of MFN or of Indigenous descent, please include this information in your cover letter. We rely on the information you provide to us in your application during screening. **Successful candidates** who receive interviews **must** provide copies of their education qualifications and certifications at the time of interview. Please note that all interviews will be **in person**. If you would like a copy of the full job description and/or are interested in applying you may submit your covering letter, resume and three (3) work related references to:

Mississauga First Nation
P.O. Box 1299 Blind River, Ontario P0R1B0
Attention: Human Resources Department
Marked: **CONFIDENTIAL**
EMAIL: hrclerk@mississaugi.com **FAX:** 705-356-1740
Deadline: May 17, 2024

Thank you to all applicants; however, only those selected for an interview will be contacted.