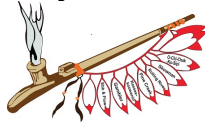


West Region Treaty 2 & 4 Health Services

DAUPHIN SUB-OFFICE

Unit 16-2nd Floor
317 Main Street North
Dauphin, MB R7N 1C5
Tel: (204) 622-9400
Fax: (204) 622-9449
Toll Free: 1-866-385-9400

**PLEASE DIRECT ALL
CORRESPONDENCE TO
HEAD OFFICE**



HEAD OFFICE

SKOWNAN FIRST NATION
P.O. BOX 104
SKOWNAN, MB
R0L 1Y0

BRANDON IRS SUB-OFFICE

712-18th Street
Brandon, MB R7A 5B5
Tel: (204) 725-4394
Fax: (204) 725-2941
Toll Free: 1-866-385-9400

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Employment Opportunity

West Region Treaty 2 & 4 Health Services is seeking applications for
1.0 FTE Mental Wellness Team Trainer/Crisis Response Coordinator

WRT2&4HS is an Accredited First Nation organization that delivers a variety of Mandatory and Discretionary Health Care Services to the seven WRTC area First Nation Communities.

Under the supervision of the Mental Wellness Team Coordinator and in accordance with WRT2&4HS's Mission, Vision, Values, Goals, Policies and Procedures, the Mental Wellness Team Trainer/Crisis Response Coordinator will be responsible to work with the seven WRTC Anishinaabe Mekina Mino-Ayawin (AMMA) Community Teams to identify, develop, and deliver training based on community needs, and to develop a coordinated crisis response plan for each community.

Summary of Duties/Responsibilities:

- Pursue certification of the WRT2&4HS Crisis Service Procedures Manual (Second Edition) and Training Guide.
- Coordinate and deliver training to AMMA Community Teams, utilizing the WRT2&4HS Crisis Service Procedures Manual (Second Edition) and Training Guide.
- Work with WRTHS and each AMMA Community Team to develop an Action Plan that will contribute towards improvement of mental wellness services, support, crisis response, and training needs of the community.
- Develop and implement a coordinated crisis response plan between WRTHS and WRTC communities, to ensure support is provided to on or off reserve members.
- Plan/participate in regular AMMA Community Team meetings to exchange information and provide updates between MWT and the community team.
- Maintain ongoing networking and collaboration with WRTHS programs and external organizations to provide support for training within the communities.
- Utilize Knowledge Keepers and Elders in training and community programming to provide cultural support, ceremonies, and traditional teachings.
- Incorporate current best practice models of mental health strategies, crisis response, substance abuse, harm reduction, and traditional teachings into training/Action Plan.
- Promote awareness of mental health services/resources and substance abuse, to support individual, family, and community mental wellness, through workshops, community events, and land-based activities, etc.
- Develop an evaluation process to identify successes and to address gaps and challenges for each community.
- Actively support and participate in various community initiatives/strategies to coordinate and improve service.
- Adhere and apply to WRTHS Policies and Procedures.
- Always maintain strict confidentiality as it relates to personal client information.
- Other as deemed necessary.

Qualifications:

- Bachelor of Social Work, with 2 or more years' experience in program/training development and training delivery.
- Recent work in the mental health field, specifically in crisis response/intervention.
- A combination of other education/experience may be considered.

- Eligibility for and registration with a professional regulatory body, preferably provincial.
- Professional Liability Insurance Coverage (minimum 2 million).
- Current Criminal Record/Vulnerable Person Sector Check, Child Abuse/Adult Abuse Registry Check.
- Provide copies of transcripts/diplomas/degrees/certificates noted in resume
- Provide three reference letters demonstrating ability to assume responsibility of this position
- Knowledge and experience in developing program evaluations.
- Knowledge, sensitivity and awareness of the history, culture, and unique needs of the Indigenous population.
- Experience working in a First Nations community.
- Excellent written and oral communication skills.
- Knowledge and experience with Microsoft Office Suite programs.
- Proficiency in a First Nations language would be an asset.
- Ability to work independently and in team settings.
- Must have or be willing to take Cultural Competency training.
- Ability to travel.
- Valid Manitoba Driver's License.

Other:

- Attend meetings as required within and outside of WRTHS area.
- Willing to participate in professional development as required.
- Promote self-care practices, i.e., cultural/traditional teachings and ceremonies, meditation, team building activities, etc.
- Willing to work after hours and/or weekends as required/deemed necessary.
- Complete all reports as required.

Benefits:

- Excellent benefits package
- Company vehicle and gas card
- Company cell phone
- Two weeks paid leave during Christmas holidays
- Excellent team to work with

Salary Scale:

Negotiable depending on experience, qualifications, and funding availability.

Closing Date for Applications: Friday, February 18, 2022 @ 4:30 P.M.

Resume Submission: Mail/E-mail to the attention of:

Jan Dewar-Catagas, B.A.
Mental Wellness Team Coordinator
 West Region Treaty 2 & 4 Health Services
 Unit 16-2nd Floor, 317 Main Street North
 Dauphin, Manitoba R7N 1C4
E-mail: jdewar-catagas@wrtchealth.com
Fax: (204) 622-9449

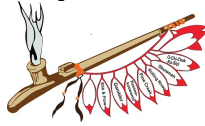
Note: We thank all interested individuals for submitting an application, however only those that meet the qualifications will be considered. If you would like further information regarding this position, please contact Jan Dewar-Catagas at 204-622-9400.

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Employment Opportunity

West Region Treaty 2 & 4 Health Services is seeking applications for
1.0 FTE Mental Wellness Team Administrative Assistant

WRT2&4HS is an Accredited First Nation organization that delivers a variety of Mandatory and Discretionary Health Care Services to the seven WRTC area First Nation Communities.

Under the supervision of the Mental Wellness Team Trainer/Crisis Response Coordinator and in accordance with WRT2&4HS's Mission, Vision, Values, Goals, Policies and Procedures, the Mental Wellness Team Administrative Assistant is responsible for providing overall administrative support services to the Mental Wellness Team Trainer/Crisis Response Coordinator and the Mental Wellness Team Program.

Summary of Duties/Responsibilities:

The Administrative Assistant is required to perform a range of duties including, but not limited to:

- Answer phone calls and direct inquiries efficiently and courteously.
- Set up and coordinate meetings, including video conferencing via Zoom or Microsoft Teams
- Assist with financial documentation, e.g., prepare cheque requisitions for MWT business.
- Attend MWT meetings and record accurate minutes.
- Complete mail outs.
- Collect and maintain MWT's office inventory.
- Order and maintain MWT's office supplies.
- Create and modify documents using Microsoft Office Suite.
- Prepare and send outgoing faxes, mail, and email.
- Manage, organize, and update relevant MWT data, files, binders, pamphlets, forms, etc.
- Assist in organizing/booking of MWT staff travel, accommodations, meeting space, etc.
- Assist MWT and staff to complete reports as required
- Adhere and comply to WRTHS policies and procedures.
- Always maintain strict confidentiality as it relates to personal client information
- Other duties as assigned.

Qualifications:

- Secretarial/Administrative diploma/certificate with two years work experience, or other education/experience will be considered
- Provide copies of transcripts/diplomas/degrees/certificates noted in resume
- Provide three reference letters demonstrating ability in providing administrative assistant duties
- Excellent communication, writing, planning, and organizational skills
- Knowledge and experience with Microsoft Office Suite including Word, Outlook, Excel, and PowerPoint
- Excellent keyboarding skills
- Knowledge in use and maintenance of all office equipment, computer, fax, photocopier, etc.
- Knowledge and experience with video conferencing, Zoom or Microsoft Teams
- Provide current Criminal Record/Vulnerable Person Sector Check, Child Abuse/Adult Abuse Registry Check
- Knowledge and use of the internet for research purposes

- Ability to speak and understand Ojibway would be an asset
- Ability to work independently and in team settings
- Valid Manitoba Drivers License
- Access to a reliable vehicle

Other:

- Attend meetings as required within and outside of WRTHS area.
- Willing to participate in professional development as required.
- Willing to work after hours and/or weekends as required/deemed necessary.

Benefits:

- Excellent benefits package
- Two weeks paid leave during Christmas holidays
- Excellent team to work with

Salary Scale:

Negotiable depending on experience, qualifications, and funding availability.

Closing Date for Applications: **Friday, February 18, 2022 @ 4:30 P.M.**

Resume Submission: Mail/E-mail to the attention of:

Jan Dewar-Catagas, B.A.
Mental Wellness Team Coordinator
West Region Treaty 2 & 4 Health Services
Unit 16-2nd Floor, 317 Main Street North
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E-mail: jdewar-catagas@wrtchealth.com
Fax: **(204) 622-9449**

Note: We thank all interested individuals for submitting an application, however only those that meet the qualifications will be considered. If you would like further information regarding this position, please contact Jan Dewar-Catagas at 204-622-9400.