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**Posting #:** A2021-12-16  
**Position Vacancy Title:** Community Health Programs Coordinator – Children and Youth Focus  
Permanent Full-Time  
**# of Vacancies:** 1

**Posting Date:** December 15, 2021  
**Posting Deadline:** January 14, 2022

### **ORGANIZATION / DEPARTMENT INFORMATION**

Anishnawbe Mushkiki is an Indigenous community-led, primary healthcare, non-profit organization. Our employees collaborate and work within an interdisciplinary health services team to achieve a common goal of improving the quality of health and life of our clients in the Thunder Bay area.

Anishnawbe Mushkiki empowers people to achieve optimal health and wellbeing through a holistic healthcare approach. We operate a primary care clinic, chronic disease management and prevention, traditional wellness, cultural programs, health promotion programs, community development initiatives, and social support services in a culturally safe environment.

We have a unionized workforce and offer competitive compensation and benefits, including the Healthcare of Ontario Pension Plan.

### **POSITION SUMMARY**

Under the leadership of the Director, Health and Community Services, the Community Health Programs Coordinator is an energetic, self-starter who has a passion for healthy eating and active living. The Community Health Programs Coordinator will focus on developing, delivering, and evaluating health promotion programs for children and youth. This position will work with community organizations and schools to develop and deliver culturally appropriately strategies and activities that will promote and encourage a healthy lifestyle.

The Community Health Programs Coordinator will also assist in providing pre and postnatal programming and other health and chronic disease prevention and education to clients of Anishnawbe Mushkiki as support for other program staff.

## **DUTIES AND RESPONSIBILITIES HIGHLIGHTS**

- Responsible for the development and coordination of the overall programming objectives and work plans for designated community health programs.
- Oversees development of the overall annual plan for designated health programs.
- Responsible to promote healthy eating and active living child and youth programs, in accordance with Ministry of funding guidelines, requirements and programming priority indicators.
- Participates and receives the Training Enhancement on Applied Smoking Cessation Counselling and Health (TEACH) certificate program in Tobacco Interventions with Indigenous People.
- Prepares all materials required for programs developed, including pre and post program requirements.
- Plans, coordinates and executes activities, through collaboration with in-house dietitian to deliver programming that promotes healthy eating. Assists clients with modifiable risk factors.
- Coordinates and finalizes overall reporting for presentation to the Manager, Community Services, prior to the presentation to the funder.

## **QUALIFICATIONS**

- Degree or Diploma in education or health-related discipline (Early Childhood Education, Education, Nursing, Dietitian, OT, PT, Social Work, SLP or other) or in public health or related health care education or equivalency
- Minimum three years' related work experience
- Experience with children and youth health programs is considered an asset
- Use of an automobile, valid driver's license and appropriate insurance are required
- Tuberculin (TB) Skin Test, satisfactory Criminal Record Check including Vulnerable Sector Screening Check
- Current CPR/First Aid certification is required throughout employment
- Good computer skills and knowledge
- Superior organizational and time management skills
- Effective communication skills- verbal, written and electronic format
- Demonstrated ability to work effectively as a team member in a multi-disciplinary environment
- Proactive and able to work independently, with minimal supervision
- Sound decision making and problem-solving skills
- Knowledge and experience working with the Indigenous Community
- Knowledge and awareness of Indigenous culture and traditions is an asset

- Ability to speak the Ojibway and/or Cree languages is an asset

## **APPLICATION INSTRUCTIONS**

Applicants may submit covering letter and resume through email to the attention of Human Resources at [kwark@mushkiki.com](mailto:kwark@mushkiki.com) by 4 pm on the deadline date.

Anishnawbe Mushkiki is an equal opportunity and inclusive employer. We thank all applicants for considering employment with Anishnawbe Mushkiki. Only applicants selected for an interview will be contacted.