



KETEGAUNSEEBEE IS HIRING



In the spirit of our ancestors and our Treaty, we endeavour to conduct ourselves in a manner that is consistent with the Seven Grandfather Teachings given to us by the Creator. We envision a harmonious community that is built on mutual respect that maintains a healthy balance through prosperity and well-being. Through these actions we intend to create a self-sustaining community that fulfills the emotional, physical, mental, and spiritual well-being of all members.

THREE (3) YEAR CONTRACT – Possibility of Extension

Position: COMMUNITY LIAISON OFFICER
Starting Range: \$25.65 – \$28.86 (Pending Education & Experience)
Location: ADMINISTRATION DEPARTMENT
Report to: CAO

POSITION SUMMARY

The Community Liaison Officer functions within legislative requirements, regulations, policies and procedures and the Mission, Beliefs and Vision of the Garden River First Nation, and contributes to the accomplishment of the strategic priorities. The purpose for this role can be achieved by early engagement of the client and family, the care team in the regional facility including the most responsible practitioner, the care team in the community inclusive of the primary care practitioner of the client. The Community Liaison Officer functions within legislative requirements, regulations, policies and procedures and the Mission, Beliefs and Vision of the Garden River First Nation, and contributes to the accomplishment of the strategic priorities.

DUTIES

- Coordinating and educational programs for community members about relevant issues or topics such as Community Programs for on-off reserve members;
- Coordinating, participating, and promoting in local events and activities while sharing information through social media channels and/or other communication platforms;
- Serving as a contact point between members and the CAO
- Implementing curriculum/resources through workshops and/or circles at various sites within the community and/or in homes;
- Maintenance of knowledge and compliance with the provisions of the Occupational Health and Safety Act and regulations and all workplace health and safety policies, programs, and practices
- Reporting immediately any contravention of the Occupational Health and Safety Act or any workplace hazard, the absence or defect of any protective device of which the employee is aware which may endanger self or others, including employees and clients, to the immediate supervisor, any other manager, or the Executive Director/Senior Administrator, as appropriate.
- Communicating all matters of importance to appropriate members of the organization in an accurate and timely fashion
- Manifesting superior personal integrity, an awareness, and an adherence to high standards of ethical behaviour
- Able to communicate professionally with others while simultaneously building credibility and rapport
- Set realistic, specific goals and objectives; and to prioritize objectives and monitor related activity
- Compliance with organizational values and statement of confidentiality
- All other duties as may be required and/or assigned;

QUALIFICATIONS

- Bachelors Degree in a related field (Public Relations, Public Administration, Community Development)
- 5 years related experience;
- Ability to use good judgement in assessing difficult situations;
- Knowledge of system navigation, community resources, legislation, research, and funding arrangements specific to Indigenous programs and services;
- Ability to assist and support in processes of engaging and building mutually supportive relationships with local Indigenous communities/organizations in a community-centered manner;
- Excellent knowledge of resources and services both internally and externally to the First Nation;
- Demonstrated sensitivity to and knowledge to the First Nation cultural values and traditions;
- Ability to be consistent and display a positive/helpful attitude;
- Ability to work independently and collaboratively as a member of a team;
- Excellent organizational skills, time management skills,
- Strong interpersonal and communications skills, both oral and written;
- Ability to speak an Indigenous language is an asset;
- Must undergo a criminal record check prior to employment **(At applicant expenses)**.

For a copy of the full job description please email employment@gardenriver.org and one can be forwarded

Interested applicants can email or drop off their cover letter, detailed resume, three work related references by: **January 03, 2023, at 4:30pm**. Please address the envelope and/or email **"CLO- 2022-141"** and submit to:

Human Resources
Garden River First Nation
7 Shingwauk Street, Garden River, ON P6A 6Z8
Email: employment@gardenriver.org

COME JOIN A GROWING AND DYNAMIC ORGANIZATION OFFERING REWARDING CAREERS AND A GREAT WORK ENVIRONMENT FOR INDIVIDUALS COMMITTED TO MAKING A DIFFERENCE FOR KETEGAUNSEEBEE.

Date Posted: December 06, 2022

PREFERENCE WILL BE GIVEN TO GARDEN RIVER BAND MEMBERS. SELF-IDENTIFICATION IS ENCOURAGED.

We thank all applicants for their interest; however only those selected for an interview will be contacted.

