

## JOB DESCRIPTION

### CHOOSE LIFE PROJECT OFFICER (9 Month Maternity Leave Contract)

#### SUMMARY

Gaps in mental health and social services are present throughout the Nishnawbe Aski Nation (NAN) territory which has resulted in tragic youth suicides. Through the Jordan's Principle Child First Initiative funding for communities to develop their own solutions to address suicide and protect youth at risk of suicide has been made a priority through the Choose Life initiative. The responsibilities of the Choose Life Project Officer will be to assist NAN First Nation communities in navigating and accessing services through the Choose Life Specialization application process and to work collaboratively with the NAN First Nation communities and Health Canada in the engagement process.

#### DUTIES AND RESPONSIBILITIES

- To provide awareness and messaging on the Choose Life application process to NAN communities;
- To provide a case management role in assisting NAN First Nation communities in the completion, submission and tracking of the application process;
- To develop a data base and gather relevant information to ensure that applications are processed and followed up with by Health Canada as per the specialized flow chart;
- Develop and maintain good working relationships with NAN First Nation communities;
- Complete and maintain case records including completing required documentation in a timely manner;
- Research, analyze and document program requirements effectively; and
- Other related duties as required.

#### ACCOUNTABILITY

The Choose Life Project Officer is under the day-to-day supervision of the Director of Women and Youth Development with further accountability for overall performance to the Chief Administrative Officer.

#### QUALIFICATIONS

- Five (5) years experience in early intervention services/health related field
- A degree and or diploma in the Social Services field, or health related diploma and or degree and/or five years related education and practical experience
- Working experience with First Nations people and a demonstrated understanding regarding related issues and challenges

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- Demonstrated excellent interpersonal and communication skills
  - Demonstrate excellent organizational skills
  - Ability to travel regularly to NAN First Nation communities
  - Ability to speak a NAN First Nation language is preferred

**REVISED:** NOVEMBER 2018

**LOCATION:** THUNDER BAY, ON

