

Indigenous Transition Facilitator (2)

(Job #2021.003)

Location: Cutler, ON // Sault Ste. Marie, ON

Excellent opportunity to be a part of a dynamic multi-disciplinary team and to facilitate culturally safe and relevant transitions in care from various external health care partners. As a valued member of our Home and Community Support Services team, you will provide support for the Hospital System Navigator to ensure clients receive prompt response for service requests.

This is a full-time permanent position starting immediately offering the following benefits:

- Extended Health Benefits Paid
- HOOPP (Healthcare of Ontario Pension Plan)
- Opportunity to develop leadership skills
- Technology Amenities provided (i.e. laptop, electronic medical record system, cell phone)
- Family orientated work environment
- High rated staff satisfaction work environment; priority on provider and client experience
- Access to Cultural and Traditional teachings of the Ojibwe People

To qualify, you must be available to work alternating shifts (8:00 a.m. to 3:30 p.m. and 3:30 p.m. to 8:00 p.m.) Monday to Friday and on alternating weekends.

The following would be highly desirable attributes:

- Registered Practical Nurse in good standing with the College of Nurses of Ontario OR Social Worker in good standing with the OCSWSSW, OR other allied health professional with relevant skill set, OR Community and Health Services Navigation College Certificate, OR Medical Office Administration Diploma
- Knowledge of system navigation, community resources, legislation, research and funding arrangements specific to Indigenous programs and services
- Proficiency in the use of computers and various database software applications including electronic health records, MS Word and Excel and Health Gateway Partners (HPG), Scheduler platforms
- Problem-solving, good judgement and decision-making skill and ability to stay calm, and composed especially in times of crisis or urgencies
- Experience in an Indigenous health and or social service organization, hospital or community-based case management, health promotion, public health or social work is essential
- Ability to prioritize professional duties, manage multiple patients, and efficiently organize workload;
- Strong interpersonal and collaboration skills
- A clear vulnerable sector criminal reference check is a condition of employment
- Must possess a valid Ontario Driver's Licence and a reliable vehicle, along with a driver's abstract

Roles and responsibilities include:

- Coordinate proactive continuity of care; collaborate referrals with circle of care teams; assist seamless care transitions and provider intersection
- Strengthen linkages in the delivery of comprehensive individualized wrap around services
- Provide administrative support services by processing new external referrals, and orders for services, supplies and equipment; including data entry of client information
- Process and assist in managing confidential client information
- Enter, update and maintain a high volume of client data in the electronic database
- Responding appropriately to incoming phone calls and inquiries as directed by triage decision making tree
- Schedule home visits and client conferences as needed



N'Mninoeyaa Aboriginal Health Access Centre
473B Highway 17 West
Cutler, Ontario POP 1B0
t. 705.844.2021 f. 705.844.2844
www.nmninoeyaa.ca



Baawaating Family Health Team
210C Gran Street
Batchewana First Nation, Ontario P6C 0C4
t. 705.575.7191
f. 705.575.7193

MAAMWESYING **EMPLOYMENT OPPORTUNITY** NORTH SHORE COMMUNITY HEALTH SERVICES INC.

Given the traditional practices of Aboriginal people, from time to time exposure to smoke from the burning of sacred medicines such as tobacco, sweet grass, sage or cedar may occur. Accommodations for the disabled will be available upon request. An offer of employment will be conditional upon an acceptable vulnerable sector records check. Hiring of Aboriginal people will be given preference, as allowed under Section 14 of the Ontario Human Rights Code – Special Programs

If you have any questions with regards to our organization and service delivery model please feel free to reach out directly to Edith Mercieca, Director of Home and Community Support Services at edith.mercieca@nmninoeyaa.ca.

Qualified individuals are invited to submit a covering letter along with a current resume, certificates, diplomas, along with three current work related references. This posting will remain live until a successful candidate is identified.

Maamwesying North Shore Community Health Services c/o Human Resources
473 B Highway 17W, Cutler, ON P0P 1B0
Tel: 705-844-2021 Fax: 705-844-2844
Email to: hr@nmninoeyaa.ca

Thank you to all applicants. Only those who qualify for an interview will be contacted.



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