



Native Council of PEI

Job Posting

Position: A Path Forward Coordinator
Hours: 37.5 per week
Wage: \$20 per hour
Start Date: As soon as possible

POSITION SUMMARY:

A Path Forward Program Coordinator will oversee the Path Forward front-line staff to provide off-reserve Indigenous peoples in PEI an innovative approach to individual and group treatment recovery and support plans. Participants of the program have access to cultural healing activities in each of NCPEI's three Zones. Ceremonies and activities may include hand drum making, smudging, sweat lodge ceremonies, and land-based healings such as medicine walks, meditation, and more. Weekly Circles of Support are available for all clients including those participating in Alcoholics Anonymous and Narcotics Anonymous. The program also offers referrals to mental health and addiction counselling, individualized case planning, follow up, and aftercare

REPORTS TO: The Management Team and ultimately the President & Chief of NCPEI

KEY RESPONSIBILITIES

- Meet with staff at the beginning of each day to determine daily activities and priorities.
- Incorporate a harm reduction and trauma informed approach to supporting clients and families struggling with addictions.
- Advocate on behalf of client to ensure they are receiving the maximum amount of access to programs and services.
- Ensure front-line workers have access to supplies and materials as needed.
- Work with program front-line workers and Department of Health-Mental Health and Addictions to develop tools and materials for educational and support sessions.
- Arrange Circles of Support in each zone to assist in recovery and healing of the participants.
- Arrange cultural and healing activities and events across all three zones.
- Advocate on behalf of clients to ensure they are receiving the maximum amount of access to programs and services.
- Participate in quarterly advisory committee meetings to ensure wrap-around approach to delivering supports and services.
- Collect documents from staff daily, or as completed for referrals, events, etc.
- Manage case planning and client information as well as adhere to confidential collection and storage policies.
- Maintain program database statistics for purposes of evaluation, research, and final report.

QUALIFICATIONS

- Post-secondary education in a relevant field.
- 3 to 5 years' experience in program management including implementation and evaluation.
- Expertise with case management and the development of integrated care plans.
- A strong background in mental health and addictions.
- High level of organizational, administrative, and facilitative skills.
- Demonstrated success working with Indigenous communities in a related capacity
- Knowledge in Indigenous traditional culture, practices, and protocols would be considered an asset.
- Vulnerable record check is required prior to commencing employment.
- Proficiency in the use of computers for: Word processing, databases, spreadsheets, e-mail, power point, and internet.
- Valid driver's License and a reliable vehicle.

Please submit your cover letter and resume by email to:

humanresources@ncpei.com

Subject Line: A Path Forward Coordinator

Competition will remain open until position is filled.

START DATE: As soon as possible