

YELLOWHEAD TRIBAL COUNCIL

P.O. BOX 3420, Morinville, AB T5R 1S3

Sub-office:

#300 – 17403-105 Avenue
Edmonton, AB T5S 2G8

EMPLOYMENT OPPORTUNITY

NNADAP COORDINATOR

The Yellowhead Tribal Council's NNADAP Coordinator will guide and support the NNADAP programs and workers in each of the Yellowhead Tribal Council's member Nations. The coordinator will work with the Nations to advocate for healthy drug, solvent, and alcohol-free lifestyles, focusing on prevention, intervention, and aftercare activities. The coordinator will also facilitate liaising, networking, and communication opportunities.

QUALIFICATIONS:

- Degree, diploma, or certificate in social work, addictions, or the humanities
- 5 years of experience working in First Nations
- Knowledge of First Nations languages, cultural practices, traditions, and customs
- Skills and abilities in developing and nurturing First Nation partnerships
- Excellent organizational, oral and written communication skills
- Experience working in the field of addictions
- Strong organizational and time management skills
- Ability to work independently, demonstrate initiative, and manage multiple priorities
- Skilled in using a wide range of health promotion strategies in community settings
- Competency with computer applications, i.e., Microsoft Office, Google Suite, Canva, etc.

SUMMARY OF DUTIES:

Duties include flexible responsibilities encouraging the incumbent to 'work outside the box' and within reason. These include, but are not limited to, the following:

- Working from an innovation mindset
- Support the implementation of a range of activities aimed at preventing and/or reducing the incidence of alcohol, drug and solvent abuse in YTC communities
- Support sobriety, healthy choices and lifestyles
- Support early identification and intervention services for individuals who use alcohol, solvents and drugs
- Advocate on behalf of YTC Nations and their members to facilitate referrals, aftercare service and treatment services
- Assist in initiating and interpreting client feedback and outcome measurement to support program improvement
- Support NNADAP workers with the certification process
- Provide NNADAP workers with self-care opportunities and support
- Encourage the use of appropriate documentation practices
- Support program development and promote wise practices
- Engage, facilitate and support new and existing partnerships

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- Provide NNADAP workers with educational resources and information on trends and issues related to their practice
- Support local training at the Nation/tribal council level by facilitating and/or arranging train-the-trainer opportunities
- Provide case management expertise, as requested
- Attend events, meetings, and training as directed
- Provide monthly written reports to the Health Director
- Attend monthly program meetings
- Prepare and provide quarterly and yearly reports to funders
- You are accountable and a team player
- Additional duties as required

WORKING CONDITIONS:

- This is a full-time and on-site position. Office hours are from 8:30 a.m. to 4:30 p.m. Monday to Friday.
- Travel to the member First Nations as required and/or requested
- Attend community events, conduct presentations, and network
- Manual dexterity required to use desktop computer and peripherals
- Ability to lift twenty-five (25) pounds
- Ability to climb three (3) flights of stairs

Salary will be determined according to qualifications and experience, with a generous benefits package at the end of a mandatory probationary period.

Please forward a cover letter and current resume to: Joy Sandy
Email: joy.sandy@ytcadmin.ca and/or fax to 587-524-0181 or drop off at sub-office address

This employment competition closing date **December 15, 2024 at 4:30PM**, only those candidates who fit criteria will be contacted.

Yellowhead
Tribal Council