

Employment Opportunity

Siksika Health Services is a not-for-profit organization which provides Primary Care and Community Wellness support. The facilities are used by our Proud Siksika Nation Members and our friendly surrounding communities. We are a very enthusiastic, empowering and encouraging team. Our **Mission** is to strive for accountable efficient services delivery and our **Vision** is to proactively provide quality and holistic health care.

Organization: Siksika Health Services

Title: **Community Resource Liaison**

Location: Siksika Health Services

Reports to: OPIOID Lead

Posted Date: **Friday November 19, 2021**

Deadline: **Friday December 3, 2021**

Annual Salary: \$20.00/hr

Position Status: Two (2) year Contract

POSITION SUMMARY

The Community Support Liaison will be part of a team supporting the day to day operations of the SSC. Specifically they will be the first point of contact for clients and community members accessing the facility. The Liaison will play a major role in building positive relationships with individuals and families; maintaining a safe, welcoming and supportive environment and ensuring compassionate and helpful client interaction. The Liaison will also provide administrative support for the SSC Lead and interagency management team.

Responsibilities include, but will not be limited to:

- Link clients to the appropriate resources, programs and services at the SSC;
- Liaison with local community agencies, co-workers and client;
- Engage with community members, program staff and stakeholders to effectively communicate the SSC mission and services;
- Act as a point of contact and coordinates programs and services providers operating out of the SSC.
- Document activities and statistics in accordance with management requirements;
- Provide administrative support (e.g. taking minutes, preparing documents, supporting communication, coordinating efforts, planning events, and ordering supplies etc.) for the SSC Lead and interagency management team

MINIMUM QUALIFICATIONS:

Education and Experience:

- Diploma or Degree in related field.
- CPR and First Aid Certificate to be renewed annually
- Two (2) year front line experience
- Two (2) year experience in the Addiction Counselling field

Knowledge, Skills and Abilities:

- A caring attitude with the ability to work cooperatively with others on the health care team;
- Must have good public relations skills with the general public, clientele and external agencies
- Ability to work in a collaborative team environment and independently with minimal supervision;
- Ability to speak/understand Blackfoot; knowledge of Siksika history is a definite asset

Requirements:

- Negative criminal record check is a requirement
- Vulnerable Sectors check requirement
- Driver's license required

FOR ADDITIONAL INFORMATION OR TO APPLY, PLEASE SUBMIT YOUR

RESUME, COVER LETTER, EDUCATION DOCUMENTS & CRIMINAL RECORD CHECK TO:

SIKSIKA HEALTH SERVICES
Human Resources Department
c/o Verena Duck Chief
(verenadc@siksikahealth.com)
(403)734-5685

All documentation must be received to be granted an interview.

