



JOB POSTING

JOB TITLE: On-call Program Facilitator

IMMEDIATE SUPERVISOR: Operations Manager

CLOSING DATE: Open until filled

DUTIES AND RESPONSIBILITIES:

- Support clients in a caring and empathetic manner which provides a favorable atmosphere for the client;
- Follow the calendar of activities, workshops, and other program events;
- Maintain records and incident reports on activities taking place during shift, logging all relevant facts and observations in the Logbook, according to procedures;
- Communicate after a shift to the incoming worker(s);
- Attend all ongoing program meetings and trainings.

QUALIFICATIONS:

- High School Secondary V diploma, GED or equivalent;
- Effective communications skills, both verbal and written in English;
- One (1) year of experience in a relevant position or equivalent;
- Ability to work in a team setting or autonomously;
- Knowledge and an understanding of addictions or a related field;
- A valid driver's license with a clear driving abstract and must be willing to acquire a Class 4B or more;
- Must be available to work shift hours during the week 4pm to 12:00 (midnight), 12:00 (midnight) to 8:00 am and/or all weekend shifts;
- Imperative to have maintained a healthy lifestyle for the previous two years.

ASSETS:

- Ability to speak one's indigenous language, preferably Kanien'kehá:ka (Mohawk).
- Knowledge of Microsoft Office applications is an asset.
- A valid First Aid and/or CPR course or the willingness to acquire. Training can be provided by Onen'tó:kon Healing Lodge.

Status: On Call/ three (3) month probation

Salary: \$22.41 per hour

Please submit Curriculum Vitae, two Professional References Names, along with a letter of intent, to the attention of:
Human Resources,

Onen'tó:kon Healing Lodge

380 St. Michel

KANEHSATAKE, QC

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OR

Email: ida.montour@ohloffice.org