

Anishnawbe Mushkiki – Employment Opportunity Thunder Bay Aboriginal Community Health Centre

Anishnawbe Mushkiki (Thunder Bay Aboriginal Community Health Centre) invites applications for the following position:

Purpose of this position:

Anishnawbe Mushkiki Aboriginal Community Health Centre is currently seeking a **HEAL Program Assistant**. Under the supervision and reporting to the HEAL Program Coordinator, the HEAL Program Assistant will provide assistance with youth program activities and perform administrative duties. The HEAL Program Assistant offers an opportunity to gain job-related skills, practical knowledge and work experience as well as a chance to get involved in the community. This position requires a candidate who is enthusiastic, a self-starter, a problem solver, and a creative individual.

Duties and Responsibilities:

- Prepare all materials for all workshops and presentations for the Healthy Eating and Active Living Coordinator
- Assist the Healthy Eating and Active Living Coordinator in after school programs and outside events
- Prepare snacks, grocery shop for all workshops, presentations and outside events
- Assist in educating clients on diabetes prevention techniques
- Taking blood sugar levels of clients
- Compile all statistical information
- Distribute, analyze and report on all evaluations filled out by participants
- Schedule meetings as per the Healthy Eating and Active Living Coordinator
- Assist/order any necessary resources and/or supplies
- Assist in the delivery of workshops as it relates to Healthy Eating and Active Living

Qualifications:

- Experience in conducting health education workshops through knowledge of health issues affecting Aboriginal people
- Experience and knowledge of diabetes and having the knowledge to educate clients on diabetes prevention strategies
- To assist in the delivery of healthy eating/active living program to Aboriginal youth ages 7-13 years
- Experience in preparing monthly reports, developing and maintaining workshop materials, educational materials and handouts
- To provide program administrative duties related to drafting and maintaining correspondence, filing, statistics and reports
- Experience in clerical/secretarial work
- Ability to maintaining general office procedures/forms, and preparing monthly/annual work plans
- Experience in maintaining a health resource library
- Experience in working in stressful work environments and meeting deadlines
- Excellent communication skills
- Strong interpersonal skills
- High level of organizational and office management skills
- Advanced computer skills
- Knowledge of Anishnawbe culture, traditions and values
- Ability to work evenings when required
- Access to a person vehicle is an asset
- To perform other related duties, as requested by supervisor
- Criminal Background check including the vulnerable sector screening

PLEASE SUBMIT A RESUME, COVERING LETTER AND THREE WORK REFERENCES BY:

July 9th, 2010
Fax - 343-4728

Anishnawbe Mushkiki
29 Royston Court Thunder Bay, Ontario, P7A 4Y7

Only applicants selected for an interview will be contacted.

****First preference is given to the hiring of qualified Aboriginal persons****