



***Want to make a difference?***  
***ACFN is hiring and wants you to succeed,  
apply today!***

## **EMPLOYMENT OPPORTUNITY**

### **HEALTH AND PREVENTION ADVOCATE**

Staffing Process Number: ACFN-2024-012

The Athabasca Chipewyan First Nation (ACFN) is seeking to fill one full-time temporary position of **Health and Prevention Advocate**. This temporary role is for a period of one (1) year, and with a possibility of an extension. The hours of work is 37.5 hours per week, and to meet operational requirements a willingness to work evenings, weekends, and holidays to accommodate events/ programs is required.

The position is local to **Fort Chipewyan, AB.,** or **Fort McMurray, AB.,** and candidates are responsible for their own accommodations and transportation. Reporting to the Social Worker and Development Manager, the Health and Prevention Advocate is responsible to provide administrative support and assists members to navigate the health and social service systems.

### **GENERAL RESPONSIBILITIES**

- Provides administrative services to the supervisor by preparing reports, letters and follow up with clients, as required.
- Reviews, analyze and synthesizes previous research and projects related to health equity and access to services for members.
- Supports and encourages members independence and self-determination.
- Facilitates community inclusion and relationship building.
- Connects and respectfully communicate with the individuals we serve, and to be supportive of the needs of the individuals.
- Establish and maintains rapport with members, volunteers, and with health, social and legal service providers for the designated client population.
- Assist with budgeting, planning and implementation of events, workshops, etc.
- Assists with the Band Member Assistance program.
- Supports clients to understand, access, and navigate existing social services and related programs.
- Assumes an advocacy role in consultation with members.
- Leverage existing resources in the social welfare, education and legal systems through referrals and collaboration.
- Assists with research and other special projects; maintains and compiles statistics.
- Links individuals to relevant resources within the region.
- Other duties as required.

## QUALIFICATIONS

- Diploma in a Community Social Services program or in a related field with two (2) years of recent related experience advocating and/or providing support to the designated client population/ community, or an equivalent combination of education (Grade 12), training and experience (2–3 years of social work or in related field).
- Three to five (3-5) years of social work or in related field.
- Experience working with First Nations communities and organizations, is an asset.
- Three to five years of experience delivering social development programs and services.
- Experience working with First Nations communities and organizations, is an asset.
- Knowledge of trauma-informed practice.
- Knowledge of traditional healing practices.
- Knowledge of the principles of harm reduction in a health care setting.
- Knowledge of Indigenous Cultural Safety.
- Proficient computer skills; Microsoft Office (email, Excel, Word, PowerPoint).
- Communicate effectively both verbally, and in writing.
- Attention to detail, ability to multitask, and manage competing priorities.
- Excellent client service skills.
- Strong organizational skills.
- Reliable, proactive and solution oriented.
- Ability to work under the pressure of interruptions and adapt to changes.
- Ability to maintain confidentiality.
- Ability to work independently and collaborative as a team member.
- Valid Class 5 Drivers Licence, required.
- Willingness to work occasionally on evenings, weekends, and holiday, as required.
- Willingness to travel; and is a condition of employment.
- Willingness to sign a Confidentiality Agreement.

*Salary will be dependent on experience and qualifications.*

Interested candidates are invited to e-mail a cover letter and a résumé quoting

**Staffing Process Number:** ACFN-2024-012, in confidence to [HR@acfn.com](mailto:HR@acfn.com)

**Closing Date:** Résumés will be accepted until May 1, 2024; by 5:00PM.

*Marsi chogh/thank you to all applicants, however, only those selected for an interview will be contacted.*

*Employment Equity is a factor in the selection process. Applicants are requested to include in their covering letter or résumé if they self-identify and are a member of the following group: Indigenous people (ACFN, MCFN, FMFN, etc., status or non-status, Inuit or Métis). Preference may be given to Indigenous people.*

