

Sample First Nation Brighter Futures Coordinator Job Description

POSITION: BRIGHTER FUTURES COORDINATOR

REPORTS TO: Director of Health

DIRECT REPORTS: None

OVERALL RESPONSIBILITY

The coordinator will promote healthy lifestyles by effectively developing and implementing programs which will enhance the mental health, emotional and general well-being of the community youth and families.

KEY FUNCTIONS

1. Identify gaps in services and programs for community youth which would assist in creating meaningful activities for them
2. Coordinate special events for youth to get involved in extracurricular activities (sports, social, recreational, etc.)
3. Liaise with local program providers including National Child Benefits, schools, etc.
4. Partner with other programs to enhance the delivery of programs such as parenting skills, nutrition, anti-smoking, drug and alcohol informational activities, dental prevention, etc.
5. Promote program activities to ensure community youth are aware of their availability and implement items such as:
 - A newsletter geared towards youth
 - A pamphlet providing information on community services available
 - Provide information to parents and youth on life-skills and positive choices
6. Develop and follow program budgets
7. Prepare and submit monthly updates regarding activities
8. Other related duties as required by the Health Director

QUALIFICATIONS

- Grade 12 Diploma
- Strong organizational and interpersonal skills
- Good knowledge and understanding of First Nations culture, community and socio-economic issues
- CPR certification
- Ability to work as part of a multi-disciplinary team
- Ability to speak the language of the community is an asset

TERMS OF EMPLOYMENT

- Full-time permanent position
- Must be willing to submit to an oath of confidentiality
- Must engage in ongoing continuing education
- Willingness and ability to work after regular hours and/or on weekends when required