



Kee Tas Kee Now Tribal Council Administration

Box 120, Atikameg, AB, T0G 0C0
ph: 780.767.3285 fax: 780.767.2447

Health Navigator Employment Opportunity

Term: July 18, 2022-March 31, 2023 (with possibility of extension)
Salary: TBD

Position Summary:

Reporting to the Children First manager, the Health Navigator serves as a connection between the KTC First Nations, KTC Children's Health & Mental Health Programs, and external service providers. The Health Program Navigator supports the KTC Children's Health and Mental Health staff, the Nations and its clients by providing service coordination, navigation, advocacy and information services. Through a collaborative and client-centred approach, the Health Navigator strives to ensure KTC members continue to receive high-quality health services as understood through the Treaty Right to Health.

Key Responsibilities

Administrative Support and Coordination

- Serves as the first point of contact providers for support related to mental health, Jordan's Principle and children's health programming.
- Builds and maintains good working relationships
- Coordinate referrals
- Provides administrative support and coordination for the KTC Children's Health and Mental Health program staff.
- Advocates for services and policy changes that promote and protect the Treaty Right to Health
- Collect and maintain client information

Communication:

- Deliver presentations and information sessions on Jordan's principle, mental health, and children's health programs to member nations and external service providers.
- Other duties as required

Qualifications

- Grade 12 diploma or least two years of related work experience or an equivalent combination of education, experience and knowledge. A post-secondary diploma in office administration or a related field is an asset.
- Ability to speak and understand the Cree language would be an asset
- Good interpersonal and communication skills are an asset





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- Experience working in First Nation organizations with an understanding of history, culture, traditions, and the unique features of rural and remote communities.
- Possess valid driver's license with access to a vehicle and willingness, capability and flexibility in working in and travelling to various First Nation communities.
- Basic computer skills and knowledge
- Team player with good work ethics
- Experience in consensus-building and conflict resolution in a positive way
- Awareness of the KTC Organization, First Nations Health Consortium, and Jordan's Principle is an asset.
- Familiarity with the communities to be served.

Date for submissions closes July 8, 2022

Please send resumes and cover letters to:

Kris Janvier @ Kris.janvier@ktcadmin.ca

