

# EMPLOYMENT OPPORTUNITY



## The Confederacy of Mainland Mi'kmaq

### Department of Health & Social Services

#### *First Nations Support Coordinator*

#### **About The CMM**

The Confederacy of Mainland Mi'kmaq (The CMM) is a Tribal Council representing the eight Mi'kmaq communities of mainland Nova Scotia. Our mission is to proactively promote and assist Mi'kmaq communities' initiatives towards self-determination and enhancement of community. The CMM's Department of Health & Social Services is currently looking for a motivated and knowledgeable candidate to fill the role of ***First Nations Support Coordinator***.

#### **Position Overview**

The First Nations Support Coordinator is responsible to provide translation and navigation services to all Atlantic First Nations and Inuit community members, and their families, who request support while receiving medical treatment in the Halifax/Dartmouth area.

#### **Overview of Responsibilities:**

- Provide Mi'kmaw translation services and support access to other Indigenous language services to individuals and families as requested.
- Support inclusion of cultural and traditional healing practices.
- Visit with Indigenous clients receiving medical care in Halifax/Dartmouth area.
- Provide patient navigation services/supports/resolve issues by helping to obtain parking vouchers, coordinating hotel accommodations and meal vouchers through Non-Insured Health Benefits and/or in collaboration with member community, as requested.
- Help families navigate services and refer to appropriate programs to help with eligibility for medically needed services.
- Connect with patients'/families' home communities to assist with funding, supports and communication.
- Support clients in accessing and receiving relevant health information and cultural supports.
- Attend medical appointments and consultations, as requested.
- Monitor and track monthly program statistics as part of regular reporting to manager/Director.
- May participate on hospital/health-related committees, as part of advocacy efforts.
- Must be able to travel within the greater Halifax/Dartmouth area.
- Any other related duties as part of The CMM's operational or program needs.

#### **Position Requirements:**

- Experience working with First Nation / Indigenous communities, First Nation service delivery organizations, and applicable government programming etc.
- **Fluency in Mi'kmaw language is a necessity for this position.**
- Experience working in a fast-paced environment.
- Knowledge of the Atlantic Region Indigenous communities & culture.

### Position Requirements Continued:

- Knowledge of federal/provincial health services, specifically Non-Insured Health Benefits (NIHB) administered by Indigenous Services Canada, First Nations Inuit Health Branch.
- Strong interpersonal and communication skills, both written and verbal, in addition to advocacy, collaboration, conflict resolution, negotiation and active listening skills.
- Successful candidate should have the ability to:
  - develop and maintain professional relationships
  - maintain a high degree of professionalism and confidentiality
  - prioritize patient requests based on urgency
  - professionally represent the CMM with clients, at meetings and other gatherings
  - work unsupervised with a high level of productivity, organization and time-management
  - engage with clients/community from a culturally safe, strengths-based and trauma-informed perspective
  - manage multiple priorities and ensure clients' needs are met
  - think analytically and critically to identify specific needs and solve problems
- Time in the office in front of a computer is required, in addition to experience using the Microsoft suite of products
- There is a requirement to work outside of normal office hours due to the nature of this position
- Must have a valid driver's license as travel within Nova Scotia will be required.
- Successful completion of clear criminal record, vulnerable sector, and child abuse registry checks.

### Why work with us?

The Confederacy of Mainland Mi'kmaq (The CMM) is well known throughout Canada as a professional organization that is committed to providing a pleasant and healthy working environment for all its employees. As an organization, we understand that a great work/life balance is essential to success. As a full-time employee you can expect:

- An atmosphere that is both professional and family oriented.
- Enrollment in the organization's benefits packages on your first day of employment with no waiting period, which includes Health & Dental, and Employee & Family Assistance Program (EFAP).
- Generous amounts of paid time off (Paid Statutory Holidays plus St. Anne's Day and Aboriginal Day, Summer Shutdown (2 weeks), Christmas Shutdown (roughly 2 weeks), plus 1 week of discretionary vacation time (up to 2 weeks with 10 years of service).
- Social Committee, Staff Days, Staff Knowledge Days, etc.

**If you would like to join The CMM Family, please see below on how to apply for this position.**

### Salary/Employment Term:

Salary Range: \$50,000 to \$65,000 per year.

**Application Deadline: Open Until Position Filled**

Submit Cover Letter AND Resume to:

**Human Resources**  
c/o The Confederacy of Mainland Mi'kmaq  
PO Box 1590, Truro, Nova Scotia B2N 5V3  
Email: [HR@cmmns.com](mailto:HR@cmmns.com)

*We are an equal opportunity employer; however, qualified Aboriginal applicants will be given priority in accordance with the Aboriginal Employment Preference Policy of the Canadian Human Rights Commission. **Only those applicants who provide an up-to-date CV along with a cover letter and qualify for an interview will be contacted.** The successful candidate may be required to submit a current criminal record check. **Non-Canadian applicants must be able to provide proof of current entitlement of eligibility to work in Canada.***