

**Teme Augama Anishinabek
Job Description**

Position Mental Wellness Programmer/Coordinator

Department Health

Position Reports To Health Services Manager

Employment Status Full Time

Hours 35 hours per week

Employment Type Permanent

Position Summary

The Mental Wellness Programmer / Coordinator supports the mental, emotional, spiritual, and physical wellbeing of Teme Augama Anishinabek community members through culturally respectful programming, community engagement, service coordination, and direct support. The position develops and delivers wellness activities, connects individuals and families with appropriate internal and external supports, and works collaboratively with community members, Elders, staff, healthcare providers, mental health professionals, and other partners. The role incorporates trauma-informed approaches and respects traditional healing practices while maintaining appropriate professional boundaries and working within the scope of the position.

Primary Responsibilities

Mental Wellness Programming and Service Coordination - 30%

Coordinates, develops, implements, and evaluates mental wellness programs responsive to community needs. Organizes counselling supports, support groups, wellness workshops, awareness activities, and other prevention-focused initiatives. Assists community members in accessing appropriate internal and external mental health, healthcare, social service, educational, and training resources. Supports culturally respectful programming that recognizes traditional practices and healing approaches. Applies trauma-informed principles in program planning and service delivery.

Community Engagement and Direct Support - 25%

Builds respectful and trusting relationships with community members, Elders, staff, and families. Works with community leadership and program staff to identify emerging wellness needs and opportunities for support. Provides practical, non-clinical wellness support,

information, reassurance, and service navigation within the scope of the position. Organizes and facilitates community workshops, training sessions, support groups, and wellness activities.

Crisis Support, Referral, and Service Navigation - 20%

Provides immediate supportive response within the scope of the position during periods of grief, trauma, crisis, or heightened community need and connects individuals with qualified clinical or emergency services when required. Coordinates counselling and crisis-support resources and supports the implementation of community crisis-response activities, including critical incident stress supports, grief supports, and trauma-recovery resources. Recognizes role limitations and escalates clinical, medical, safety, or emergency concerns to the appropriate professional or service.

Collaboration, Training, and Community Partnerships - 15%

Collaborates with healthcare providers, mental health professionals, social services, police, community programs, and other organizations to support coordinated service delivery and reduce duplication. Participates in local, regional, and external initiatives related to mental wellness. Provides or coordinates education on mental health awareness, stigma reduction, trauma-informed practice, and culturally respectful wellness approaches. Maintains current knowledge of relevant mental wellness practices and available community resources.

Program Administration, Documentation, and Reporting - 10%

Maintains accurate and confidential program records, service information, participation data, community feedback, and routine reports. Assists with program budgets, purchasing, funding documentation, and resource tracking as assigned. Supports evaluation of program outcomes and identifies opportunities to improve accessibility, participation, and service effectiveness. Prepares routine reports and documentation for management, funders, and other approved stakeholders.

Qualifications

Education and Experience

Diploma or degree in Social Work, Psychology, Counselling, Mental Health, Community Services, Indigenous Wellness, or a related field, or an equivalent combination of education and relevant experience. Minimum of three (3) years of relevant experience in

mental health, community wellness, crisis support, social services, or a related community-based setting. Experience working with First Nation communities is strongly preferred. Knowledge of trauma-informed practice, mental health promotion, service navigation, and culturally grounded wellness approaches is required. Knowledge of traditional healing practices and the ability to work respectfully alongside traditional and contemporary approaches is considered an asset. Strong communication, relationship-building, facilitation, organization, and problem-solving skills are required.

Certifications, Licences and Requirements

Satisfactory Criminal Record Check with Vulnerable Sector Search. Current First Aid and CPR certification, or willingness to obtain. Valid driver's licence and access to reliable transportation. Ability to work flexible hours, including occasional evenings and weekends, and to travel for training, service coordination, or community needs. Boat operator certification and experience safely operating a snowmobile or ATV/quad are considered assets. Demonstrated respect for Teme Augama Anishinabek history, culture, traditions, community dynamics, and the Seven Grandfather Teachings. Proficiency with technology used for documentation, reporting, communication, and virtual service coordination. Professional Conduct and Role Modelling that demonstrates professionalism, sound judgement, healthy personal and professional boundaries, and the ability to model respectful, responsible, and wellness-focused conduct in the community and workplace.

Physical and Sensory Demands

Work requires regular interaction with community members who may be experiencing stress, grief, trauma, or mental health concerns. The position requires sustained attention, active listening, emotional resilience, sound judgement, and the ability to respond calmly and professionally in sensitive situations. Regular computer work, community travel, and participation in meetings, workshops, and program activities are required.

Work Environment

Work is performed in office, community, home, program, and outreach settings. The position may require travel within the community and to other locations for training, collaboration, or service coordination. Some evening or weekend work may be required to respond to community needs, scheduled programming, or critical incidents. Other duties consistent with the position may be assigned.

Health and Safety Statement

Teme Augama Anishinabek is committed to providing and maintaining a safe and healthy work environment for all employees, members, and visitors. All employees are expected to work in compliance with applicable occupational health and safety legislation and adhere to organizational policies, procedures, and safe work practices. Employees must report hazards, follow safe work guidelines, and actively participate in maintaining a culture of safety in all aspects of their duties.

Employee Signature _____ **Date** _____

Supervisor Signature _____ **Date** _____