



UNIVERSITY OF MANITOBA / OPASKWAYAK HEALTH AUTHORITY TERM POSITION

JOB TITLE: Community Worker – Heart & Stroke Foundation Project

LOCATION: Opaskwayak Cree Nation

START DATE: As soon as possible

TERM: Concludes September 2025

RATE OF PAY: \$22.39 per hour

HOURS: Approximately 15 hours per week

JOB DESCRIPTION:

This position supports the revitalization of the best practices guidelines set out by the National Heart & Stroke Foundation regarding post-stroke/post-cardiac incident care. The Community Worker is expected to perform this role through surveying, organizing community meetings & workshops, and writing proposals. This work may involve organizing & attending community gathering centres such as schools, places of worship etc., organizing and leading meetings, providing administrative support to meetings, and providing written summaries to project team as requested. These responsibilities support community engagement and integration. The Community Worker is expected to collaborate and communicate regularly with Opaskwayak Health Authority staff.

At the direction of the Dean and representatives of the National Heart & Stroke Foundation, and under the guidance of the College Office Manager/Project Manager, implement the individually tailored Community Action Plans. The plans will be community-led, community driven, and culturally designed to facilitate new best practice guidelines. Tasks may include:

- Organizes meetings with the local advisory group, keeps minutes and takes direction from the local advisory group
- Work with Elders to develop models of care based on healing
- Develop educational and support system that is trauma-informed
- Through the G.O.O.S.E. initiative, develop local cohorts of youth & mature people who may have an interest in a rehabilitation profession
- Develop online support groups to help communities manage social isolation
- Develop fitness coaching for Elders through organizing industry experts and student
- Work alongside community members to develop community initiatives addressing community priorities such as transportation, mental health supports, financial barriers, respite services, advocacy, interpreter services, land-based activities, community education & awareness around initiatives
- Providing project assistance with regards to needs identification, proposal development
- Participate in training sessions and meetings as required
- Assist with organizing meetings, workshops and events to educate and inform the community on initiatives
- Write accurate summaries of discussions and highlight any issues to the Project Team
- Support programs and initiatives occurring in the area through administrative or operational assistance
- Other duties as assigned

MINIMUM FORMAL EDUCATION/TRAINING REQUIRED:

- High school diploma. Some undergraduate education considered an asset.
- Ability to communicate in Cree is considered an asset.
- Completion of a Cultural Safety program preferred.
- Knowledge of PHIA & FIPPA is required.
- Combination of education and experience may be considered.
- PMP certification preferred.

EXPERIENCE:

- A current resident of the community, or a former resident or active in the community as a staff/volunteer.
- Experience participating in or ideally facilitating/leading community meetings.
- Experience as a facilitator, remaining objective.
- Experience working with children, youth, and seniors.
- Basic expertise in Microsoft Word, PowerPoint, Excel, Windows. Experience with Voice Mail and electronic mail, photocopier, office phones, MS Publisher, Adobe Acrobat, etc.
- Experience in and dealing with confidential material is required.
- Experience with project management and working with Indigenous partners.
- Experience working with a multi-disciplinary team, external professional organizations, and non-profit organizations required.
- Working knowledge of post-stroke/post-cardiovascular event rehabilitation and barriers to service access preferred
- Experience submitting timesheet, maintain records and reports of meetings and visits
- Experience working with First Nations communities required

SKILLS:

- Must be able to deal effectively with all levels of staff, students, and the public, using tact & diplomacy
- Excellent organizational skills, excellent English grammar skills – verbal and written, ability to multi-task, prioritize and meet deadlines consistently
- Advanced skills in computer software applications including MS Office programs
- Experience submitting timesheet, maintain records and reports of meetings and visits

APPLY TO:

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