



SERDC  
HEALTH

# Southeast Resource Development Council Corp.

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## Employment Opportunity (Maternity Leave)

BERENS RIVER

### **Commercial Tobacco Reduction (CTR) Worker (Full-Time Term-Maternity leave)**

SERDC Health Services is looking to fill a full-time term (maternity leave) Commercial Tobacco Reduction (CTR) Worker position within its Southern Manitoba First Nations Commercial Tobacco Reduction Strategy Program.

BLOODVIEN

BROKENHEAD

SERDC Health Services is accredited by the Canadian Accreditation Council to provide second-level services to eight or more First Nations communities in Manitoba. We are community-driven and are looking for motivated individuals who are willing to learn and make a difference in First Nations health.

HOLLOW WATER

### **Southern Manitoba First Nations Commercial Tobacco Reduction Strategy (SMFNCTRS)**

The SMFNCTRS is a regional program operating under SERDC Health Services. It has a multi-tribal council partnership with Dakota Ojibway Tribal Council, West Region Tribal Council, Interlake Reserves Tribal Council and eight Independent First Nations. As of 2018, it services thirty-six First Nations. The SMFNCTRS works to reduce commercial tobacco use while promoting the use of traditional tobacco.

LITTLE BLACK RIVER

LITTLE GRAND RAPIDS

### **Responsibilities:**

- Liaise with local, community-based, and regional programs, agencies, and organizations to strengthen communications and programming. This includes but is not limited to Health Centers, Nursing Stations, Schools, Band Administration, First Nations and Inuit Health Branch, Regional Health Authorities, and Manitoba Lung Association etc.
- Report to the CTR-Coordinator, SERDC Director of Health, and work collaboratively with SERDC Health Staff, Program Evaluator, and Tobacco Circle Committee.
- Act as Vice-Chair for the Tobacco Circle Committee and complete meeting minutes for every quarterly meeting.
- Collect data through facilitation of student and community-level commercial tobacco use surveys at program and community/school based events.
- Co-facilitate tobacco-related trainings, including cessation and electronic cigarettes for front-line health workers and school staff.
- Deliver tobacco-related presentations to community members and school aged children and youth.

PAUINGASSI

POPLAR RIVER

- Attend community events (health fairs, pow wows, treaty days etc.) with program booth display and provide educational resources and information to community members.
- Prioritize professional development by participating in trainings related to tobacco, and other program areas.
- Logistical support for key regional events, including the Annual Conference, and the Annual Youth Gathering. This may include venue and speaker booking, and overall assistance with event coordination.
- Assist in the research, development, and design of educational materials and presentations using current research and statistical data.
- Assist with the program's communications strategy, which includes dissemination of program and tobacco-related news and education through program website and Facebook page.

### **Requirements**

#### **Essential**

- Knowledge of the various types of commercial tobacco and their overall effects.
- Knowledge of the differences between commercial and traditional tobacco.
- Knowledge of/or interest in developing graphic design, photography, and web development skills using Apple/Mac Products and Adobe Software (Photoshop, InDesign, and Lightroom). Proficiency is an asset.
- Demonstrate outstanding organizational skills.
- Event planning certificate or demonstrated experience with event planning.

#### **Desired**

- Ability to speak Ojibway, Cree, or Dakota.

#### **Qualifications**

- Grade XII or equivalent.
- Successful completion of a recognized event planning program (e.g. Red River College Event Planning, Manitoba Tourism Education Council).
- Two (2) years planning/office experience.
- Combination of education & experience as determined by SERDC.
- Understanding and respecting the diverse cultural and/or religious beliefs of each First Nation community.
- Demonstrate professionalism in all working environments, including social media, and maintain confidentiality at all times.
- Capable to work independently and as part of a team.
- Comfortable and experienced to facilitate and present to large groups.
- Proficiency in Microsoft Office software programs.
- Excellent communication (verbal/written) and conflict resolution skills.
- Valid Emergency First Aid/CPR certification.

- Valid Class 5 driver's license, reliable personal vehicle, business use automobile insurance, including liability insurance coverage for up to \$2,000,000.
- Capability to lift at least 50lbs and travel - by all forms of transportation, to remote and northern First Nation communities in MB including fly-in communities and out of province travel for up to 5 day(s) at times.
- Adhere to SERDC policies and procedures.

**Conditions of Employment:**

Must produce:

- a satisfactory Criminal Record Check (including Vulnerable Sector Search).
- a satisfactory Child Abuse Registry Check;
- and a satisfactory Adult Abuse Registry Check.

**We offer:**

- A competitive salary.
- A full and unique benefit plan.
- An opportunity to become part of a dynamic, collaborative, progressive, inclusive, respectful, and high-performing team.
- Available parking.

**SERDC recognizes the importance of building an exemplary service delivery organization that is equal, inclusive and reflective of the population it serves. Preference will be given to qualified SERDC or First Nation members who voluntarily self-declare in their application.**

**Deadline for application: December 7<sup>th</sup>, 2018 at 4pm.** Late or incomplete applications will not be accepted.

We thank all applicants for their interest in this position, however, only those selected for interviews will be contacted.

Please send current resume in confidence to:

**Rhonda Kirkness**

Director of Human Resources

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