



Manitoba Keewatinowí Okimakanak Inc.

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Employment Opportunity **CRISIS RESPONSE RESOURCE LIAISON** **Thompson or Winnipeg**

Job Summary:

Under the direction of the Program Manager, the Crisis Response Resource Liaison will research, develop, integrate, and manage a database of internal and external resources in the context of mental health and Liaise with the Mobile Crisis Response Team. Manage the up-to-date data entry, web content, document access portal for staff, in relation for the Mental Wellness/MCRT Website. Liaise on behalf of MKO MCRT with partners for service delivery and coordination with the Assistant Program Manager, Crisis Care Coordinator, Administrative Program Assistant, and the Program Manager.

Key Resources Management Responsibilities:

- Research appropriate services for First Nations off reserve or external to their existing on-reserve services, or external service providers that can do community visits.
- Develop a resource information database, shared file, or accessible portal for frontline Mobile Crisis Response Team Members to access. Portal will be integrated on the website.
- Create electronic documents PDF, Word, Excel, Publisher, etc. for sharing with frontline, administration, and management team of MCRT.
- Maintain updated MCRT informational materials: brochures, pamphlets, posters, etc.
- Schedule appropriate meetings to learn resources, in-person, virtual, or other, for the purpose of knowing which services are current, relevant, and safe for First Nations.
- Developing easy-to-understand information sheets for each resource discovered.
- Coach MCRT Members on how to utilize or access the available resources.
- Provide a package of suitable resources at the request of MCRT Members.
- Travel will be required to attend site visits, meet with resources on-site, or to learn admission criteria for First Nations.
- Prepare PowerPoint presentation materials, poster materials, presentation materials, and a info graphic sheet for public use.

Education, Skills & Experience:

- Degree in Business Administration or other related diploma or degree preferred.
- A combination of education and relevant experience will be considered.
- 3-5 years of experience in social services and crisis response
- Experience working in a crisis response environment.
- A valid class 5 driver's license
- Working knowledge of Internet, E-mail, and other business-related computer software.
- A current Police Security Clearance and satisfactory Criminal Records check.

Key Website Responsibilities:

- Maintain updated website content.
- Monitor and update daily counter, capacity scale, and active deployment status.
- Train with the appropriate network/website providers on the content management.
- Meet regularly with the Program Manager, Assistant Program Manager, and Administrative Program Assistant on the daily changes which may reflect an update on the website.
- Monitor inbound website forms and link to appropriate department/provider.

Key Network Responsibilities:

- For Drug, Family, Addictions, and Any Treatment Services: meeting with services to understand intake criteria and procedures. Developing a checklist for what is needed to apply or admission.
- For Medical Services: developing inroads with RHA's or appropriate medical facilities with the Program Manager to determine safe services for First Nations requiring medical referrals or attention.
- Maintain good standing relationships with in-patient/out-patient service providers that are deemed appropriate for First Nations.
- Manage information, resource, trade show, or career fair booths on behalf of MCRT with a supporting staff member.
- Provide MCRT Presentations on PowerPoint, classroom, or at request of other agencies/service providers.

Other Responsibilities:

- Monitor the crisisresponse emails, inbox. This will be done in conjunction with the Program Manager, Assistant Program Manager, Crisis Response Care Coordinator, and Administrative Program Assistant
- Advocate for First Nation support where needed or identified by authorized representative.
- Meet with External resources on the MKO Inc. MCRT Program and its delivery, service and criteria for response.
- Maintain Partnerships, Relationships with External Partners-Government, Crisis Teams, Health Organizations
- Assist with Coordinating MCRT Evacuation Support Services when activated.

Key Skills & Competencies:

- Instils trust, being resilient, manages conflict, interpersonal savvy, demonstrates self-awareness, self-driected, organized, resourcefulness, values differences, communicates effectively, customer focus, develops talent, collaborates, problem solving.

Language Skills:

- Knowledge of one or more First Nations languages would be an asset.

Other:

- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Salary is dependant upon qualifications and experience.

Interested applicants are invited to submit their cover letter identifying the position applying for and resume, along with 3 professional reference listings (include a most recent employer reference) by:

4:00 PM on November 23, 2023 to: employment@mkonorth.com

We thank all who apply and advise that only those selected for further consideration will be contacted. No phone calls will be accepted.

Incorporated in 1981 as the Manitoba Keewatinowí Okimakanak (MKO). MKO is a non-profit, political advocacy organization that provides a collective voice on issues of inherent, Treaty, Indigenous, and human rights for citizens of the 26 sovereign First Nations we represent. The MKO First Nations are signatory to Treaties 4, 5, 6, and 10.

Please visit our website at mkonation.com