



Manitoba Keewatinow Okimakanak Inc.

Head Office
Nisichawayasihk Cree Nation
Nelson House, Manitoba
R0B 1A0
www.mkonation.com

■Thompson Sub-Office
206-55 Selkirk Avenue
Thompson, Manitoba
R8N 0M5

Winnipeg Sub-Office
Suite 102-1700 Ellice Avenue
Winnipeg, Manitoba
R3H 0B1

EMPLOYMENT OPPORTUNITY

Addictions & Wellness Support Worker – Wellbriety Centre

Full Time Position –Thompson, MB

Manitoba Keewatinow Okimakanak Inc. (MKO) is seeking a highly motivated individual to assume the role of Addictions & Wellness Support Worker. Under the supervision of the Wellbriety Centre Program Coordinator, the Addictions/Wellness Support Worker will be responsible for maintenance of a caseload and for providing case management supports to those in the program. This includes goal setting, facilitation of programs and workshops on site, and communication with collaterals and program coordinator.

Roles and Responsibilities

- Responsible for addressing emotional well-being of participants.
- Supporting and deescalating participants in a calm and professional manner.
- Incident Reports: Filling out and ensuring a copy is scanned to Coordinator same day.
- No turning Anyone away, be always open to help participants in a non-judgemental manner.
- Communication with on site shift manager, coordinator is pertinent. Reading communication book at start of each shift.
- Daily communication to Coordinator and shift manager of how shift went with any questions, concerns or suggestions should be shared.
- Checking work emails daily – if applicable.
- On time for work.
- Filling out leave forms upon return from sick days, or when requesting days off. Must be approved with signature from coordinator in a timely manner.
- When calling in 3 hours notice must be given.
- Maintain strict confidentiality as outlined under The Personal Health Information Act (PHIA) and The Freedom of Information and Protection of Privacy Act (FIPPA).
- Participate in ongoing professional development and training as provided by MKO.
- Data Management on participants assigned to your list. Ensure case notes are done daily and submitted to management weekly.
- Ensure Intakes are done in a timely, accurate professional manner.
- Build relationships with participants, staff and community engagement partners.
- Possess strong networking and presentation skills.
- Assist with room checks and safety checks when needed.
- Assist with and ensure safety of participants and their well being.
- Provide positive and encouraging feedback to participants on their short-term goals.
- Assist participants in obtaining Identification or documents pertaining to their well-being. Example: Status Cards, Mb Health Cards, EIA forms, Hospital forms, appointments, MPI Id's, Birth Certificates, etc.
- Assist participants with appointments for addictions, detox, court, EIA, etc.
- Encourage healthy hygiene.
- Provide coordinator with recommendations regarding participants and their needs.

Education and Experience

- Experience and/or knowledge of monitoring workplaces with vulnerable people to ensure a safe environment.
- Knowledge of dealing with conflict and maintaining professionalism.
- Knowledge of traditional and modern education techniques.
- Have or be willing to complete CPR/First Aide certificate.
- Have or be willing to complete Non-Violent Crisis Intervention (NVCi) certificate.
- Knowledge of one or more First Nation languages would be an asset.
- Good physical and mental maturity.

- Excellent communication and interpersonal skills.
- Ability to respect and promote confidentiality.
- Must be able to obtain a satisfactory Criminal Record Check (including Vulnerable Sector Search), a satisfactory Child Abuse Registry Check and a satisfactory Adult Abuse Registry Check upon hiring.
- A valid class 5 driver's license is required and a willingness to travel when needed.

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 p.m. on **June 25, 2025** to:

Human Resources at employment@mkonorth.com

We thank all who apply and advise that only those selected for further consideration will be contacted. Preference will be given to qualified First Nations applicants; applicants are encouraged to self-declare in their resume or cover letter.

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