



# Moose Cree First Nation

## EMPLOYMENT OPPORTUNITY

### Community Liaison Worker

Competition # 19-09

**Job Location:** Moose Cree First Nation, Moose Factory, Ontario

**Position Summary:**

Under the general supervision of the Executive Director, the incumbent shall be responsible for the Community Outreach Program. His/her main responsibility will be the enhancement/development of a funeral assistance program and the Family Emergency Fund.

In addition, promote the Health Services programs/services within the community.

**Qualifications/Requirements:**

1. Diploma in health, social services, or other related field.
2. Experience in working with grieving individuals and families.
3. Genuine concern for the bereaved.
4. Good organizational, administration and problem solving skills.
5. Strong leadership skills with the ability to work under minimum supervision and within a teamwork framework.
6. Good interpersonal skills.
7. Strong written and communication skills.
8. A good understanding of policies and procedures.
9. Must possess proposal writing skills.
10. Good computer skills and knowledge of various computer programs.
11. The ability to speak Cree language is an asset.
12. The ability to demonstrate and maintain confidentiality.
13. The Worker shall have a thorough understanding of the cultural environment in which they serve.
14. Must possess a Valid Driver's License.
15. Provide a current CPIC with resume at applicants own expense.
16. Copy of certificates/diplomas to accompany resume.

**Salary:** As per Salary Grid

**Duration:** Permanent with 6 months' probation

**References:** Two recent employment references with cover letter and resume and permission to contact.

**Submit Resume to:** Human Resources Generalist  
Moose Cree First Nation  
P.O. Box 190  
Moose Factory, ON POL 1W0

**Fax:** (705) 658-4734 or **email:** [jobs@moosecree.com](mailto:jobs@moosecree.com)

**Deadline for Resume:** Tuesday, February 19<sup>th</sup>, 2019 @ 4:00pm

**Job Description:** Available Upon Request

*\*Only those selected for an interview will be contacted\**