



# Aboriginal Health & Wellness Centre of Winnipeg, Inc.

181 Higgins Avenue, Suite 215 Winnipeg, Manitoba R3B 3G1  
Telephone: (204) 925-3700 Fax (204) 925-3709

## \* JOB POSTING \*

**Position:** COMMUNITY HEALTH WORKER

**Department:** Primary Care Clinic

**Site:** Aboriginal Health & Wellness Centre of Winnipeg, Inc. (AHWC) in the Neeginan Centre

**Address:** 181 Higgins Avenue

**Reports to:** Director of Primary Care

**Status:** 1.0 FTE (7.5 hrs per day)

**Hours of Work:** 8:45am-4:30pm; Monday - Friday

**Union:** MACHP

**Salary:** \$17,205, \$17,722, \$18,240, \$18,791, \$19,352, \$19,925

**Date:** Immediately

Working under the general direction of the Director of Primary Care, and in conjunction with the physician(s), nurse(s) and clinical staff of the Wellness Centre. The Community Health Worker is responsible for providing clinical support by means of both direct and indirect patient care to community members accessing medical and clinical services.

It is expected that the Community Health Worker have the ability and skills to work safely with community members who may be oppositional while at all times maintaining composure and behave in a professional and dignified manner.

The Community Health Worker shall ensure that all activities are undertaken in a manner that is consistent with, and complementary to, the Vision Statement, the Principles and Values and the policies and procedures of the Aboriginal Health & Wellness Centre.

### DUTIES AND RESPONSIBILITIES

- Schedule medical appointments, prepares patient files and necessary documentation for staff involved in patient examination / treatment / prescription renewal, through the use of Electronic Medical Records (EMR), or other medical software applications utilized by the Centre, and contacts patients to confirm attendance at scheduled appointments.
- Deliver direct constituent care involving basic patient interaction and triage, specific incident and history documentation, and assisting with preparation for medical appointment.
- Maintain records of all communications, referrals, transactions and interactions with constituents and associated support services, in order to ensure effective case management.
- Establish and maintain linkages within the Aboriginal community which are designed to identify existing and emerging healthcare and lifestyle issues among constituents, develop and deliver information programs and, prevention strategies relative to health education, promotion, prevention and awareness.

- Provide direct constituent service and support, through the effective management of an assigned caseload utilizing the Medicine Wheel as a culture-based tool, to ensure optimum access to, and maximum utilization of, the services of the Aboriginal Health & Wellness Centre, including traditional health resources as well as other community agencies and supports
- Assist in the design and delivery of Sharing, Healing and Teaching Circles with particular emphasis on healthcare and lifestyle.
- Establish and maintain an effective network with a wide variety of agencies, programs and supports providing community and culturally based health, wellness and lifestyle supports to members of the Aboriginal community, for the purpose of promoting, providing and receiving constituent referrals.
- Participate in the delivery of external training sessions, workshops, events and internal training and development initiatives relative to the promotion of wellness and culture based health services and supports

## **QUALIFICATIONS**

- Grade 12 graduation, possession of a G.E.D. diploma, possession of a Medical Office Assistant, Healthcare Aide or Community Outreach Worker certificate, or a combination of education and related experience deemed equivalent by the Centre.
- Practical experience in the operation of a personal computer, including the use of medical related software, word processing, and spreadsheet / data base applications, as well as the operation of other general office equipment.
- Demonstrated experience working within a medical office / clinic environment, with primary emphasis on effective direct patient interfacing and accurate record keeping
- Excellent communication skills including demonstrated ability to facilitate presentations to groups and committees of various sizes
- Possess a current Province of Manitoba Driver's License and a suitable vehicle for work-related transportation
- Demonstrated ability to perform multiple tasks concurrently within a fast-paced, high stress environment.
- Ability to communicate in an Aboriginal language(s) would be a definite asset.
- Demonstrated capacity to function effectively in a working team environment

## **DECISION MAKING**

- Ability to distinguish between circumstances in which decisions can be made independently and those where consultation is needed
- Ability to determine the best recommendations to make when approached for advice or resources
- Decisions regarding how to obtain information to make informed recommendations when necessary

## **PHYSICAL AND EMOTIONAL DEMANDS OF THE JOB**

- Must be able to function effectively in a fast-moving environment with frequent interruptions
- Must be able to do moderate lifting and a lot of walking and standing
- Should have good coping skills and stress management

## **QUALIFICATIONS**

- High school or an equivalent combination of education and/or work experience deemed acceptable by AHC.
- Experience working with diverse populations

*All positions are subject to Criminal Record and Child Abuse Registry checks. Applicants may be required to undergo testing to determine the knowledge, skill, and ability required for position.*

*AHC is committed to equity and inclusion and is on an earnest journey to increase responsiveness to Indigenous peoples by promoting a workforce that is representative of the communities we serve. We encourage applications from Indigenous persons, those with personal and/or familial lived experience, and members of equity-seeking groups. Qualified applicants are encouraged to self-declare in their application.*

### **CLOSING DATE FOR APPLICATION: Immediately**

Please submit cover letter, resume, and three work related references to:  
monicacyr@ahwc.ca