

# EMPLOYMENT OPPORTUNITY



## The Confederacy of Mainland Mi'kmaq

### Department of Health & Social Services

#### ***Regional Service Coordinator (Child Welfare Settlement) (1 year term)***

##### **About The CMM**

The Confederacy of Mainland Mi'kmaq (The CMM) is a Tribal Council representing eight Mi'kmaq communities of mainland Nova Scotia. Our mission is to proactively promote and assist Mi'kmaq communities' initiatives towards self-determination and enhancement of community. The CMM is located in the Millbrook Mi'kmaw Community in Nova Scotia and has over 100 Employees. The CMM's Department of Health & Social Services is currently looking for an energetic, mature, and independent candidate to fill the role of **Regional Service Coordinator**.

##### **Position Overview**

Under the direction of the Director of Health and Social Services, and reporting to the Wellness Programs Manager, the Regional Service Coordinator Service coordination will provide referrals for Child Welfare Settlement Claimants residing in mainland Nova Scotia and Newfoundland who require additional supports to access resources and services as part of the Claimant Support Framework. Service coordination does not involve providing clinical supports, any proactive follow-up with the referral service once a referral to an existing service has been completed, case management or active coordination between different supports or creating or providing services that are not already existing or available.

##### **Key Areas of Responsibility**

- Receive warm referrals of Claimants from Claims Helpers who require additional or acute supports.
- Conduct virtual meetings with Claimants to help them identify and access services tailored to their needs.
- Record notes on interactions with Claimants and any outreach to organizations/ services.
- Identify and update an inventory of existing services within communities.
- Communicate and share the service inventory and knowledge across the Claims Helper Program for the local community.
- Record and report on gaps identified for services within communities.
- Develop and maintain relationships with First Nations leaders, community members, and others to ensure effective communication and collaboration.
- Navigate difficult conversations and manage trauma-informed discussions
- Record and report on gaps identified for services within communities in the format prescribed by Deloitte.
- Develop and maintain relationships with Deloitte team, Claims Helpers, and other groups as relevant.
- 

##### **Position Qualifications**

- The following qualifications are desired:
- 5+ years of relevant experience working with and supporting First Nations communities access social services, health services, and other services as required.
- Excellent written and spoken communication skills and people management skills.
- Political knowledge of your region and an understanding of Canada's history and relationship with First Nations.
- Experience working with leaders and partners in First Nations environments.
- Excellent time-management, organizational, and prioritization skills.

- Knowledge of project management tools and processes.
- An ability to build trust and maintain confidential information.
- Experience developing and implementing strategies, including outreach and communication plans.
- High proficiency with Microsoft Excel, Word, and PowerPoint.
- Canadian travel required up to 40% of the time (to be reimbursed), including air and car travel. This may include overnight travel.
- Ability to navigate difficult conversations and manage trauma-informed discussions

### **Why work with us?**

The Confederacy of Mainland Mi'kmaq (The CMM) is well known throughout Canada as a professional organization that is committed to providing a pleasant and healthy working environment for all its employees. As an organization, we understand that a great work/life balance is essential to success. The CMM operates a four-day work week. We also offer flexible daily start and end time. As a full-time employee you can expect:

- An atmosphere that is both professional and family oriented.
- Enrollment in the organization's benefits packages on your first day of employment with no waiting period, which includes Health & Dental, and Employee & Family Assistance Program (EFAP).
- Generous amounts of paid time off (Paid Statutory Holidays plus St. Anne's Day and Aboriginal Day, Summer Shutdown (2 weeks), Christmas Shutdown (roughly 2 weeks), plus 1 week of discretionary vacation time (up to 2 weeks with 10 years of service).
- Social Committee, Staff Days, Staff Knowledge Days, etc.

**If you would like to join The CMM Family, please see below on how to apply for this position.**

### **Salary/Employment Term:**

Salary Range: \$55,000 - \$72,500 per year. This is a **one-year contract position**.

**Application Deadline: Open Until Filled**

Submit Cover Letter AND Resume to:

**Human Resources**  
 c/o The Confederacy of Mainland Mi'kmaq  
 PO Box 1590, Truro, Nova Scotia B2N 5V3  
 Email: [HR@cmmns.com](mailto:HR@cmmns.com)

*We are an equal opportunity employer; however, qualified Aboriginal applicants will be given priority in accordance with the Aboriginal Employment Preference Policy of the Canadian Human Rights Commission. **Only those applicants who provide up-to-date CV along with Cover Letter and qualify for interview will be contacted. Applicants MUST provide proof of Canadian Citizenship or Permanent Residency.***