

EMPLOYMENT OPPORTUNITY



The Confederacy of Mainland Mi'kmaq

Department of Health & Social Services

Mental Wellness Case Manager (1 year term - Maternity Leave)

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'kmaq 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 **Mental Wellness Case Manager**.

Position Overview

Under the direction of the Director of Health and Social Services and reporting to the Mental Wellness Manager, the Mental Wellness Case Manager is responsible for delivering case management and advocacy services to support the mental wellness of members in the mainland Mi'kmaq communities of Nova Scotia. This includes direct client support, system navigation, and collaboration with health and social service providers to ensure culturally appropriate, client-centered care.

Key Areas of Responsibility:

- Provide case management and advocacy support for Indigenous clients, while maintaining accurate client files and confidentiality.
- Work with mental wellness service providers to advocate for clients, including writing letters of support for access to services and/or legal purposes.
- Inform clients of available mental wellness service options and make referrals when necessary.
- Support clients throughout the service process, from initial referral through to completion.
- Assist in developing care plans and coping strategies for clients with complex mental health needs.
- Provide advice and guidance to the wellness team and community-based workers on case planning for clients with complex behavioural needs.
- Collaborate with long-term care facilities and service providers to ensure client needs are being met.
- Navigate provincial and federal mental health and social services systems to assist clients.
- Deliver mental wellness workshops and information sessions for community members and workers.
- Identify and address service gaps in collaboration with stakeholders.
- Prepare and submit accurate monthly reports, including program activity summaries, travel and expense reconciliations, and annual program reports.
- Participate in ongoing training and education to remain culturally responsible and sensitive to client needs.
- Other related duties as required to enhance community health and wellness programming.

Position Requirements:

The following qualifications are desired:

- Undergraduate degree in a health & social services-related field (e.g., Social Work, Nursing, Child & Youth Studies) or equivalent combination of education, skills, and experience.
- Minimum of 2 years of relevant work experience, including trauma-informed care, case management, and/or advocacy.
- Experience with a client, family, and community-centred approach.

- Experience working with First Nations / Indigenous communities, service delivery organizations, and government programs.
- Mental Health First Aid First Nations, NVCI, ASSIST certification considered assets.
- Strong commitment to Indigenous communities and understanding of Mi'kmaq culture, traditions, and organizations.
- Knowledge of CMM member communities, provincial health services, and Indigenous Services Canada health programming.
- Understanding of the impacts of Residential Schools, Truth and Reconciliation Calls to Action, and the social determinants of health.
- Ability to use culture as a foundation for healing.
- Strong interpersonal, advocacy, conflict resolution, and communication skills.
- Ability to work independently and collaboratively in a fast-paced environment.
- Time management, problem solving, budgeting, reporting, and proposal writing skills.
- Proficiency with Microsoft Office Suite and Adobe DC.
- Have a valid driver's license, criminal record check, vulnerable sector check, and child abuse registry check.

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. 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: \$49,071- \$68,700 per year. This is a **one-year term (Maternity Leave) 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

*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.*