

Association of Iroquois and Allied Indians



Full Time – Permanent

Healthy Lifestyles Educator

The Healthy Lifestyles Educator is responsible for raising the level of awareness of health, wellness and HIV prevention within the AIAI member Nations. The Healthy Lifestyles Educator will be responsible for providing healthy lifestyles education and HIV/AIDS awareness by coordinating and facilitating community workshops, presentations and information tables both within the organization as well as within the AIAI Member Nations. They will also manage funding reports and payment to the AIAI communities in areas of health and HIV awareness.

Essential Functions

- Responsible for overseeing and coordinating Healthy Lifestyles and HIV/AIDS awareness and education programs.
- Responsible for program administration and education/curriculum planning.
- Planning and overseeing AIAI training sessions, workshops and conferences.
- Create and maintain culturally relevant Healthy Lifestyle and HIV/AIDS awareness and prevention materials.
- Maintain relationships with other community agencies and coordinate participation in key community events
- Ongoing consultation with the AIAI communities on a regular basis to ensure Healthy Lifestyle and HIV/AIDS focus is relevant to community need.
- Administration of funding and reporting requirements for AIAI community health funding in the areas of health, wellness, and HIV/AIDS Awareness.
- Participate in advisory tables as directed by the Health and Wellness Manager.
- Maintain current knowledge of community projects and gaps in services within AIAI communities.
- Maintain current knowledge of available resources related to health promotion efforts within First Nation communities
- Maintain current knowledge of morbidity and mortality data for county/region as well as health risk behaviour/life style data.
- Attend and set up display at health promotion activities within AIAI communities and/ other organizations/group's activities. (i.e. health fairs, health screening clinics, etc.)
- Provide appropriate brochures, pamphlets, informational resources.
- Presentations and workshops as requested by the AIAI communities.
- Maintain display and resources for use at Health Fairs/Resource Days.

- Monitor and disseminate grants and other funding opportunities as a resource to the AIAI communities
- Assist in determining, developing, planning, organizing, and evaluating health promotion programs when requested.
- Prepares and maintains necessary records and reports.
- Administers and monitors budget and makes budgetary recommendations.
- Performs other duties as required/assigned.

Qualifications

The candidates must possess the following:

- University degree or college diploma in a Health-related profession or work-related equivalency within the area of HIV/AIDS and /or health promotion within the First Nations communities.
- Experience in coordination, program administration and education/curriculum planning.
- Knowledge of HIV/AIDS and concerns affecting First Nations health.
- Knowledge and understanding of AIAI Organization.
- Knowledge and understanding of Language/ Culture.
- Knowledge and understanding of the First Nations Political processes.
- Must have the skill to excel in proposal writing, workplans, budget analysis, and report writing.
- Ability to work irregular hours and with little supervision.
- Availability on a flexible basis - to present evening programs on various days of week, as well as weekend activities.
- Excellent communication and organizational skills, including public speaking and presentation experience.
- Microsoft Office competency.
- Ability to maintain strict confidentiality.
- Available to travel extensively with a valid Ontario driver's license, reliable transportation and appropriate insurance.
- First Nations Ancestry an asset.

Salary - \$43 780.00 - \$56 000.00

Application Deadline – Posted until position filled

Please submit a cover letter and resume along with three references (two employment related) to the attention of: Geoff Stonefish, Director of Operations.

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**** only those applicants selected for an interview will be contacted****