



## **Hamilton Regional Indian Centre Employment Opportunity**

***Closes: Posted until filled***

The Hamilton Regional Indian Centre is currently accepting applications for the vacant full-time position of **Indigenous Drug and Alcohol Program Coordinator**.

The Hamilton Regional Indian Centre (HRIC) is a large Indigenous not for profit organization. We are culturally based and committed to driving positive change for the community. As a staff member of HRIC you will have opportunity for professional growth, access to Elders and Traditional Knowledge Keepers and. We strive to uphold pre-colonial management and policy structure, while being supportive and maintaining a positive work atmosphere.

The Program Coordinator, under the direction of the Executive Director or Designate, will ensure the development, implementation, and stability of the Indigenous Drug and Alcohol program, by meeting the local area drug and alcohol program promotion, prevention, and treatment needs.

### **QUALIFICATIONS:**

- Post secondary diploma in Social Service Work, Indigenous Studies or related equivalent education and/or experience, skills, and abilities as determined by the Executive Director;
- 2-years' experience working in the field of addictions;
- Experience within an Indigenous organization or community is an asset;
- Strong knowledge and awareness of Indigenous culture and history, with particular on the emphasis on the impacts of trauma;
- Experience in program planning, development, implementation, facilitation, data collection and evaluation;
- Experience with case management;
- Ability to demonstrate positive role modelling;
- Knowledge of Indigenous and non-Indigenous supports and services;
- Demonstrated ability to work collaboratively within the community and with a team of service providers;
- Experience in using Microsoft Office/365 applications and other databases;
- First Aid-CPR certification or be willing to be certified;
- Non-Violent Crisis Intervention training and experience;
- Valid driver's licence with clear driving record is an asset: and,
- Satisfactory Criminal Record Check with Vulnerable Sector Check.

**HOURS OF OPERATION:** Monday to Friday 8am to 8pm (8-hour shift within these hours of operation), occasional evenings/weekends

**SALARY RANGE:** \$51,345.00-\$57,050.00 per annum



**Hamilton Regional Indian Centre  
Employment Opportunity  
*Closes: Posted until filled***

The HRIC is a highly flexible organization offering additional compensation in accordance with current policies. This includes 7 paid personal emergency days, 5 paid cultural days, 4 paid holidays beyond mandatory Employment Standards, paid vacation, paid shutdown over the winter holiday week, and a group benefits program. HRIC employee group benefits program has mandatory enrollment for full time permanent employees; employees will be eligible to enroll upon the successful completion of their (3) three-month probationary period.

HRIC is committed to providing an inclusive and accessible recruitment process. Accommodations are available upon request at any stage of the hiring process.

Since this position is engaged primarily in serving the interests of the Indigenous people of Turtle Island, HRIC shall give preference to Indigenous people of Turtle Island who possess the requisite skill sets and experience.

Artificial intelligence is not used by HRIC to screen, assess, or select applicants for this role.

Interested candidates are encouraged to submit their cover letter, resume, and 3 employment references to [jobs@hric.ca](mailto:jobs@hric.ca) or in an envelope marked **CONFIDENTIAL** to:

Human Resources  
Hamilton Regional Indian Centre  
34 Ottawa Street North, Hamilton, Ontario L8H 3Y7  
FAX: 905-548-0024