



## EXTERNAL POSTING

### Mental Health Worker

#### Ottawa, Ontario

**POSITION SUMMARY:** The Ontario Native Women's Association (ONWA) is currently accepting applications for a **full time** position of **Mental Health Worker** in **Ottawa**.

The ONWA Mental Health Program will provide wholistic services that meet the needs of Indigenous women and their families through a range of services focusing on mental, physical, spiritual and emotional well-being through a cultural, trauma-informed, gender based and family centered approach..

#### **QUALIFICATIONS:**

- A Bachelor's degree is preferred but a minimum two-year Social Work Diploma with a combination of 3 years' experience advocating and supporting Indigenous women and/or Indigenous families
- Experience working with Indigenous populations in mental health and substance use issues
- Knowledge of Indigenous culture, traditions, ceremony and connecting clients to cultural practices that can be used in supporting clients
- Thorough knowledge and experience working in and with a gender based lens/perspective
- Strong understanding of major behavioral, emotional and mental health problems and disorders of Indigenous women and their families (Including children and youth)
- In-depth understanding of psychological, social and cognitive development
- Ability to provide evidence based counselling support services
- Awareness of the recent, historical and intergenerational trauma that Indigenous women and their families may have experienced, including the psychological, neurological, physiological, social and spiritual impact of trauma
- Understanding of the principles of cultural trauma-informed care and wise practices in providing trauma-informed care
- Excellent oral and written communications
- Strong organizational and time management skills
- Experience working on a collaborative team
- Able to manage many conflicting priorities simultaneously, with the ability to prioritize
- Strong connection to other social service providers within the community
- Knowledge and working of not for profit Indigenous organizations
- Candidate must be willing to work flexible hours as needed to provide ongoing support and services to clients
- Demonstrated ability to work independently with minimal supervision
- Certified in Level 1 First Aid, CPR/AED

[www.onwa.ca](http://www.onwa.ca)

 @ONWA7  @\_ONWA\_  @onwa\_official

Head Office: P.O. Box15-684 City Road, Fort William First Nation, ON P7J1K3 ·  
Toll Free:1-800-667-0816 · Phone: (807) 577-1492 · Fax:(807) 623-1104

- Proficiency in Microsoft Office (Word, Excel, Outlook, Powerpoint,) and other computer software
- Criminal Reference Clearance (CPIC) and Vulnerable Sector Clearance are requirements of the employment offer
- Valid driver's license and access to a reliable vehicle with minimum 2 million liability insurance is required

#### **RESPONSIBILITIES:**

- Coordinate and provide counselling, consultation, clinical assessments, and follow-up for all clients in accordance with ONWA's policies and procedures in a wholistic approach for the woman and family
- Coordinate and provide counselling/case management to clients that are experiencing mental health issues; coordinate care with local general practitioners and make recommendations to woman and/or family regarding alternative services and other community services; and assist them in linking with these resources
- Provide written reports, assessments and appropriate documentation in client files in keeping with the standards and procedures of ONWA
- coordinate and facilitate access to traditional healing and other cultural programming
- Complete all necessary program and quarterly reports accurately and on time
- Respond appropriately and in a timely manner to crisis situations involving clients, including assessing and addressing risky behavior (self-harm, suicide)
- Ensure the necessary collaboration and case conferencing with other relevant staff and agencies in the provision of services to clients in accordance with the Mental Health Act; ensuring necessary collaboration with community resources and advocacy occurs with or on behalf of clients
- Provide education workshops to staff and community
- Work collaboratively with all team members, community services and supports
- Other duties as assigned

#### **RESPONSIBILITIES – GENERAL:**

- Culture - Takes personal responsibility to increase sensitivity, awareness and implementation of ONWA's cultural teachings and organizational practices in both professional conduct and work-related deliverables
- Support and work towards the overall aims and objectives of the ONWA
- Adhere to all policies and procedures

#### **DUTIES – ADMINISTRATIVE:**

- Complete monthly and submit to Director when required
- Complete quarterly reports on or before the requested due date
- Complete reports to funders as required
- Complete and attend supervisions with Director on a regular basis
- Other reports or admin as assigned

[www.onwa.ca](http://www.onwa.ca)

 @ONWA7
  @\_ONWA\_
  @onwa\_official

Head Office: P.O. Box15-684 City Road, Fort William First Nation, ON P7J1K3 ·  
 Toll Free:1-800-667-0816 · Phone: (807) 577-1492 · Fax:(807) 623-1104

### DUTIES – PUBLIC RELATIONS:

- Promote the program within the community
- To adhere to professionalism is representing the organization at all times and maintain good communications

### STANDARDS OF PERFORMANCE:

- Adhere to Policies and Procedures as set by the ONWA
- Representation on committees as required for the enhancement and benefits of ONWA's programs
- To network and promote ONWA and all ONWA related programs
- Adhere to professionalism at all times and maintain good communication
- Maintain professionalism at all times
- The completion of functions outlined in the description and the achievement of goals set to a high level
- Attendance and conduct at work according to the requirements of the Association's Personnel Policy
- Adherence to the Code of Ethics, and positive relationship building

### AUTHORITY:

To execute duties and responsibilities outlined in this job description.

### ACCOUNTABILITY:

The **Mental Health Worker** will be directly accountable to the **Community Development Manager** for the proper completion of the functions outlined in the job description.

Applicants are asked to apply in confidence through our website (<https://onwa.bamboohr.com/jobs/>), or submit a resume and cover letter to the attention of:

**Human Resources**  
**Ontario Native Women's Association**  
**380 Ray Boulevard**  
**Thunder Bay, ON P7B 4E6**  
**Fax: (807) 623-1104**  
**Email: [hr@onwa.ca](mailto:hr@onwa.ca)**

*Indigenous Women are particularly encouraged to apply.  
Only those applicants granted an interview will be contacted.  
A job description is available upon request.*

***We welcome applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.***

***ONWA offers a very competitive compensation package including full benefits, generous vacation allowance and savings plan.***

[www.onwa.ca](http://www.onwa.ca)

 @ONWA7  @\_ONWA\_  @onwa\_official

Head Office: P.O. Box15-684 City Road, Fort William First Nation, ON P7J1K3 ·  
Toll Free:1-800-667-0816 · Phone: (807) 577-1492 · Fax:(807) 623-1104