



Hiawatha First Nation

Hiawatha First Nation Employment Opportunity

Position Title:	Full-time Wholistic Health Coordinator Job#2026-21 (Internal/External)
Salary Range:	\$55,580 - \$61,780 / year
Hours per Week:	35 hours
Location:	Hiawatha, ON
Posting Date:	July 17, 2026
Posting Closes/Deadline:	July 24, 2026 at 11:59pm
Tentative Interview Timeline:	August 2026

About Us:

Hiawatha First Nation provides services to the citizens of Hiawatha. These services include health, social, administrative, membership, public works, lands and education. It is essential that these services are provided in a way that supports the Hiawatha's vision statement and the 7 Grandfather teachings of humility, honesty, bravery, wisdom, truth, respect and love.

Hiawatha First Nation is an inclusive, collaborative workplace culture, where Employees are valued and supported. As part of that the **Permanent Full-time Total Compensation Package, Hiawatha offers the following;**

- **Competitive compensation and comprehensive benefits:** including health and dental coverage and a defined contribution pension plan with employer matching up-to 4%, and Employee Assistance Program (EAP)
- **Statutory (Stat) Days: 14 paid Statutory Holidays per year** (exceeding the minimum standard of 9 Statutory days)
- **Vacation: 3 weeks of paid Vacation to start** (prorated in first year)
- **Christmas Shut Down: up-to 7 additional paid days** off during the Christmas shutdown (Shutdown aligns with local School Boards)
- **Personal Days: 5 paid Personal days per year** for added flexibility and balance
- **A strong commitment to employee Well-being:** including paid **Cultural** training, Spring Feast, Fall Feast, Employee events, luncheons, and Employee appreciation initiatives
- **Professional development and career growth opportunities:** to support Employee long-term success

Position Summary:

As part of the Health and Social Services team, the Wholistic Health Coordinator (WHC) reports to the Child and Family Services Manager. The role focuses on planning and delivering culturally grounded programs and supports for children and families, with a strong emphasis on early intervention and prevention for families with young children (0–6 years).

The WHC provides trauma-informed, family-centered supports, including case management, advocacy, referrals, and home visits. The role works to strengthen families, support child development, prevent gender-based violence, and reduce child welfare involvement through coordinated, wraparound programs and services.

Programs include support for healthy pregnancies, early childhood development, fetal alcohol spectrum disorder (FASD), mental health, healthy relationships, parenting, and cultural teachings, aligned with Hiawatha's values and funder requirements.

Reporting:

This position reports to the Child and Family Services Manager and has no direct reports. Will assist with coordinating work with students and/or volunteers.

Main Responsibilities:

To assist clients by:

- a) Seeking funding and developing programs focused on prevention, early intervention, and family support (0–6 years);
- b) Planning and delivering programs that support parenting, child development, and family wellness;
- c) Providing case management, advocacy, referrals, and service navigation to families;
- d) Working closely with Child and Family Services and other partners, including case conferences and service planning;
- e) Coordinating wraparound and early intervention supports, including accessing services such as Jordan's Principle;
- f) Providing culturally based programming and workshops designed to help meet the needs of people whose lives are affected by FASD;
- g) Providing transportation to support access to services when needed;
- h) Identifying and supporting families early through proactive engagement and assessment;
- i) Conducting strengths-based assessments to support family stability and safety;
- j) Delivering culturally grounded parenting and early years programming;
- k) Attending meetings, case conferences, and training as required;
- l) Conducting home and office visits to support parenting, safety, and child development;
- m) Supporting internal programs to ensure coordinated family services;
- n) Communicating programs and services through outreach (flyers, website, etc.);
- o) Providing respectful, culturally safe support and peer counselling;
- p) Following all HFN policies, privacy laws, and child protection standards.

Perform administrative duties by:

- a) Developing work plans that support family preservation and early intervention;
- b) Maintaining accurate, strengths-based case files, including risk and progress documentation;
- c) Updating databases to track services, outcomes, and prevention work;
- d) Completing reports on time in line with funder requirements;
- e) Responding promptly to all inquiries and supporting timely access to services.

Perform financial requirements by:

- a) Assist with the preparation of budgets that prioritize prevention and family supports;
- b) Monitoring spending to ensure effective and appropriate use of funds;
- c) Completing financial paperwork with proper approvals;
- d) Preparing accurate financial and program reports in line with funding requirements.

Other duties as assigned

Requirements:

- a) Diploma in Social Services, Child and Youth Care, Early Childhood Education, or a related field, including 1-year related work and volunteer experience; or
- b) 3 years' experience working with First Nations children and families; or
- c) Equivalent combination of education and experience;
- d) Knowledge of Child Protection Services and First Nation Child and Family Services approaches, including prevention and family preservation;
- e) Knowledge of early childhood development, parenting, trauma-informed care, and mental health is an asset;
- f) Mental Health First Aid, Suicide Prevention (ASIST/safe TALK), and De-escalation training required or to be obtained;
- g) Clear CPIC and vulnerable sector check;
- h) First Aid/CPR (asset);
- i) Valid G Driver's License and reliable vehicle and willing to utilize for work duties;
- j) Willing to obtain a minimum of 2 million liability insurance;
- k) Food Handler Certification or willingness to obtain.

Knowledge, Skills and Abilities:

- a) Knowledge of First Nation health, social, and child/family service systems;
- b) Knowledge of programs and services for children, families, and early years;
- c) Experience working with agencies and community partners;
- d) Understanding of Hiawatha culture and traditional practices;
- e) Computer skills for case management, reporting, and tracking;
- f) Ability to manage budgets and meet funding guidelines;
- g) Ability to program plan and provide presentations;
- h) Strong reporting and documentation skills;
- i) Strong communication, organization, and relationship-building skills;
- j) Ability to work independently and collaboratively in wraparound service models;
- k) Ability to deliver engaging parenting and early years programming;
- l) Ability to work with clients in complex or high-risk situations;
- m) Skills in trauma-informed practice, de-escalation, and crisis response;
- n) Ability to maintain confidentiality and accurate records;
- o) Ability to assess risk, safety, and protective factors

Behavioural Competencies:

- a) Compassionate, empathetic, and non-judgmental;
- b) Honest, respectful, and trustworthy;
- c) Focused on positive outcomes for children and families;
- d) Calm and effective in high-pressure or crisis situations;
- e) Reliable, accountable, and professional;
- f) Strong attention to detail;
- g) Culturally respectful and able to work with diverse populations.

Working Conditions:

- a) Combination of sitting, standing, and program delivery;
- b) Moderate to high concentration for case management and planning;
- c) Local travel and home visits required;
- d) Occasional long-distance travel (within Ontario) required for training or client support;
- e) Regular interaction with staff, partners, and families;
- f) Exposure to sensitive, complex, and crisis situations;
- g) May require use of de-escalation and crisis response skills;
- h) Required to work frequent evenings, including weekends;
- i) Requires lifting up to 40 lb with assistance, and 20 lbs independently.

If you are interested in this opportunity and possess the job requirements, please forward your up-to-date and current resume quoting the position title and job number, with a cover letter via email jobs@hiawathafn.ca on or before the posting closing date listed above.

Internal postings are for current employees and Citizens of Hiawatha. Internal applicants who are Citizens are reminded to please identify on your cover letter that you are a Hiawatha Citizen. Please be aware that for postings that are posted as Internal/External, preference will be given first to qualified internal applicants.

Please be aware that tentative interview date(s) are subject to change and are posted for planning purposes only. In addition, Hiawatha is grateful for all who have shown interest in our First Nation and who have taken the time to apply, however, only those chosen for an interview will be contacted.

Hiawatha is an equal opportunity employer, as well, Hiawatha references Canada's Aboriginal Employment Preferences Policy

To find out more about Hiawatha First Nation, please visit our website at www.hiawathafirstnation.com

We, the Mississaugi of Hiawatha First Nation, are a vibrant, proud, independent and healthy people balanced in the richness of our culture and traditional way of life.