



**WOODLAND CREE HEALTH SERVICES**  
**GENERAL DELIVERY CADOTTE LAKE, AB T0H 0N0**  
**PH (780) 629-8963 FAX (780) 629-3879**

**POSITION TITLE: MATERNAL CHILD HEALTH (MCH) COORDINATOR**

**SUPERVISOR POSITION: HEALTH DIRECTOR**

**SUMMARY:**

The Maternal Child Health Coordinator will be responsible for providing direct outreach, home visitation case management, and advocacy services to prenatal families and high-risk families with children 0 - 6 years of age. The MCH Coordinator works with parents and families to build on their strengths, develop their parenting skills, help them connect with resources in the community, and promote healthy babies through encouraging safety, growth and learning.

**DUTIES & RESPONSIBILITIES**

1. Deliver culturally informed services to parents and children who are clients of the program by;
  - Assisting clients utilize appropriate and available services on and off reserve including: family planning, safe housing, health care, domestic violence services, support for children with disabilities, parenting skills, addictions support and mental health services
  - Collecting and preparing data for program reporting and evaluation requirements
  - Coordinating, scheduling and attending case conferences and appointments with service providers with whom the client is involved
  - Identifying high-quality community providers and agencies on and off reserve whose services are relevant to clients needs
  - Providing outreach services to engage and connect clients with the community agencies that will help meet their needs and goals
  - Hosting events to help address post-natal emotional and psychological challenges
  - Providing outreach services to locate and engage hard-to-reach clients
  - Administering screening tools and refer clients to appropriate services as needed
  
2. Managing client/family caseloads by;
  - Conducting regular home visits with families as needed according to the level system.
  - Conducting home visits based on a level system developed in order to prioritize visits required for a family
  - Documenting work with families using appropriate tools, forms and case notes
  - Keeping any visits confidential
  
3. Establishing trust with families and community by;
  - Contributing to group presentations (pre-conception, pre-natal, post-natal, parenting) in collaboration with other services providers
  - Promoting the program at all public functions as appropriate
  - Working closely with, and participating in scheduled community activities with the child & youth cluster programs

4. Enhance skills and knowledge in the area of maternal child health by;
  - Attending mandatory training as established by FNIH
  - Participating in required training to enhance skills and understanding of home visitation role
  - Obtaining and maintaining current CPR and First Aid certification

**5. Relationships**

The MCH Coordinator is directly accountable to the Health Director and will periodically collaborate with the Community Health Representative, and other staff

**6. Additional/ Related Duties:**

The MCH Coordinator is a key member of the Woodland Cree First Nation Health team and may be required to carry out additional duties and activities related to the effectiveness and successful implementation of the health department.

**SKILLS AND QUALIFICATIONS**

- Preferred Social Work diploma or Mental Health Child Youth Diploma
- Ability to understand and speak Cree an asset
- At least three years of prior community-based experience, or the equivalent combination of education and experience
- An experienced parent/caregiver
- Demonstrates stability, maturity and common sense
- Work effectively and independently with little supervision
- Ability to prioritize and problem solve in crisis situations
- Strong communication skills
- Demonstrated ability to effectively engage with high-risk clients
- Strong organizational and time management skills
- Interest in helping families and their children
- Ability to plan and organize and to management time effectively
- Utmost respect for confidentiality
- Respectful, patient, understanding, nurturing and accepting of differences
- Shows warmth and empathy
- Basic computer skills
- Demonstrated job readiness and ability to make a commitment
- Willing to work flexible hours (evenings, weekends)

**Additional requirements:**

- Willing to sign an Oath of Confidentiality prior to commencing employment.
- A valid Class 5 Alberta Drivers License and access to a reliable vehicle;
- Willing to provide a copy of your driver's license;
- Willing to provide authority to access an annual drivers abstract;
- Willing to provide an RCMP Police Information Check for review every 12 months;
- Willing to provide a Child Welfare Record Check for review every 12 months;