



First Nations Health Consortium



Now Hiring – Access Worker – Fort Vermillion Full Time Term to March 31, 2022

The First Nations Health Consortium Ltd. of Alberta (FNHC) is hiring an Access Worker. This position conducts an initial screening to identify presenting needs, determines eligibility and priority for services, and makes referrals to FNHC Regional Service Coordinators or other resources, as appropriate. **This recruitment will be positioned in Fort Vermillion** and is available on a term basis to March 31, 2022 but may be extended.

Summary of Key Responsibilities

- Reporting a Team Lead, the Access Worker is located in an office setting and serves as the provincial single point of entry for Enhanced Service Coordination, and is the initial point of contact for callers contacting the FNHC toll-free line. The Access Worker:
- Connects with families in need and others making general enquiries about Jordan's Principle. Manages the intake system from initial point of contact to referral of callers to the right resources;
- Ensures appropriate information about eligibility and operation of Enhanced Service Coordination;
- Documents all calls and referral outcomes on standard forms and maintains up-to-date database of all intake activities.
- Requires demonstrated self-motivation and the ability to work with minimal supervision. Ideally, an individual who doesn't need to be surrounded by others to stay disciplined.

Data collection is also a key expectation in this role. You will be required to input statistical information accurately and efficiently into a database. Data is rigorously evaluated and all Access Workers are expected to ensure the quality, consistency and integrity of all data collection.

Education/Experience

- Minimum of College certificate in a human services related field. Bachelor's degree preferred.
- Two or more years of experience working in or closely with First Nations people and communities with demonstrated cultural knowledge and competencies.
- Experience working with the general public in a customer service capacity.
- Proficiency in the use of computers and information databases.
- Criminal Record Check, Child Welfare Check and Vulnerable Sector Check required
- Competitive salary to commensurate with education and experience along with a generous benefits package will be provided.

Closing Date: This posting will remain open until a suitable candidate is found.

Please submit a cover letter and resume to the attention of Glenda Galger, HR Administrator, First Nations Health Consortium, by fax (587) 391-1362 or via Indeed.

NOTE: From those selected for consideration, three references are required with at least two being current/previous supervisors. Applicants are thanked in advance for their interest however only those selected for consideration/interview will be contacted.