



Metis Settlements General Council

**METIS SETTLEMENTS GENERAL COUNCIL  
CONTRACT POSTING  
ADDICTION AND MENTAL HEALTH NAVIGATOR for  
(1) EASTERN POSITION**

**Date Posted:** June 16,2025

**Closing Date:** Posting will remain open until suitable candidate is hired.

**Rate of Pay:** \$5,000 - \$5,333.00 per month pending on education and experience

**Term of Employment:** July 2025 – March 31, 2026

**Reports To:** MSHB COORDINATOR

**Position Summary:** This grant funded contract position is for a period of 9 months (July 2025 to March 31, 2026 with a possibility of extension pending grant funding is acquired).

With direction from the Health Board Coordinator, this position will support the Settlements and the Metis Settlements Health Board in their efforts to implement Drug and Alcohol Awareness, Prevention and Support Initiatives, as it relates to Mental Health and addictions in collaboration with various on/off Settlement programs.

***Responsibilities and Activities:*** Establishment of culturally appropriate prevention and intervention programming aimed at reducing and preventing Drug and Alcohol use within the Metis Settlements.

- Address lack of information and service gaps to improve access to services; ongoing research on available resources available both on/off settlement.
- Facilitate collaborative service planning and linkage and referral facilitation for any individual, family who requests assistance with mental health or substance concerns.
- Establish partnerships with various service providers to Improve communication between Settlements and service providers.
- Serve as an information resource for community and/or service providers
- Gather relevant data on local service needs to inform future service planning for the 8 Metis Settlements, integrate services with Alberta Health Services and other providers
- Assist the Settlements on awareness campaigns as requested with goal of reducing stigma as it relates to Mental health and addictions.
- Identification of pre-existing barriers for membership to access services
- On-going assessment of service gaps and potential barriers
- Settlement members will be informed of external services providing services as it relates to Mental health and addiction
- Completion of resource information for the Eastern settlements. This project will integrate with the work occurring under the 211 phone and data base expansion project.
- Provide brief intervention (including crisis supports and providing, arranging, follow-up supports as necessary.)



- *Facilitate/coordinate prevention workshops and presentations on a variety of mental health and addictions topics.*
- *Organize and assist with facilitation of National Addictions Awareness Week*
- *Assist with setting up of supports in prevention, intervention, pre-treatment, treatment, aftercare/follow up and post treatment counselling.*

**Education and Knowledge:**

- Accreditation in an addictions/mental health field
- Social work background would be considered an asset
- A minimum of 3 years experience working with Indigenous communities
- Knowledge of the Metis Settlements of Alberta and Metis Settlements General Council
- Knowledge of the Metis Settlements Health Board
- Ability to facilitate/and or arrange sessions on Grief and Loss, suicide awareness etc.

**Skills:**

Proficiency in the use of Microsoft suite

- Some knowledge or experience on data collection
- Ability to develop, lead and work within a multi-disciplinary team
- Excellent written and verbal communication skills, including the ability to clearly convey ideas when public speaking or doing presentation
- Excellent interpersonal skills with the ability to build relationships with various stakeholders and staff
- Ability to work with minimal supervision
- Be comfortable reaching out to community members within their own homes.
- Monthly Report writing and brief submissions within stipulated timeframes
- Self motivated and ability to work independently as well as team environment.

**Working Conditions:**

- Must possess an Alberta Class 5 Drivers License, reliable vehicle and business insurance
- Must be willing to work evenings and weekends as required
- Travel (4 Eastern Settlements)
- Must be willing to take drug and alcohol test if requested

<p>Please submit your cover letter, resume and references (2 min.) to: Darlene Carifelle, Health Board Coordinator Email: dcarifelle@msgc.ca Phone : 780-822-4057</p>	<p>We thank all candidates for their interest, however, only those selected for an interview will be contacted.</p>
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