**Indigenous Transitions Facilitator**

**Job Location: Sioux Lookout or Thunder Bay, ON**

Start Date: ASAP – Job posted until filled

The following would be highly desirable attributes:

* + Registered Practical Nurse in good standing with the College of Nurses of Ontario OR Social Worker in good standing with the OCSWSSW, OR other allied health professional with relevant skill set, OR Community and Health Services Navigation College Certificate, OR Medical Office Administration Diploma
  + Knowledge of system navigation, community resources, legislation, research and funding arrangements specific to Indigenous programs and services
  + Proficiency in the use of computers and various database software applications including electronic health records, MS Word and Excel and Scheduler platforms
  + Problem-solving, good judgement and decision-making skill and ability to stay calm, and composed especially in times of crisis or urgencies
  + Experience in an Indigenous health and or social service organization, hospital or community-based case management, health promotion, public health or social work is essential
  + Ability to prioritize professional duties, manage multiple patients, and efficiently organize workload;
  + Strong interpersonal and collaboration skills
  + A clear vulnerable sector criminal reference check is a condition of employment
  + Must possess a valid Ontario Driver’s Licence and a reliable vehicle, along with a driver’s abstract

Roles and responsibilities include:

* + Coordinate proactive continuity of care; collaborate referrals with circle of care teams; assist seamless care transitions and provider intersection
  + Strengthen linkages in the delivery of comprehensive individualized wrap around services
  + Record appropriate statistical data and develop reports as necessary
  + Provide administrative support services by processing new external referrals, and orders for services, supplies and equipment; including data entry of client information
  + Process and assist in managing confidential client information
  + Enter, update and maintain a high volume of client data in the electronic database
  + Responding appropriately to incoming phone calls and inquiries as directed by triage decision making tree
  + Schedule home visits and client conferences as needed
  + Participate actively when required in IFNA Health Services emergency response operations
  + Frequent travel to IFNA communities

Salary will be based on a combination of qualifications and experience.

Closing Date: ASAP start date – Job posted until filled

Please forward resume and cover letter with three references to:

[recruitment@ifna.ca](mailto:recruitment@ifna.ca)

\*Only selected candidates will be interviewed for this position.