



Anishnawbe Health Toronto

Our mission: to improve the health and wellbeing of Aboriginal People in spirit, mind, emotion and body by providing Traditional Healing within a multidisciplinary health care model.

EMPLOYMENT OPPORTUNITY

Coordinator, Addiction Medicine

Full Time Position (1-year contract with the possibility of extension)

Anishnawbe Health Toronto, a fully accredited community health centre, offers access to health care practitioners from many disciplines including Traditional Healers, Elders and Medicine People. We seek an individual to fill the position of Coordinator in our Addiction Medicine Program, which uses a treatment model integrating addiction medicine with Traditional healing and comprehensive, long-term care

Duties & Responsibilities:

- Organize the Rapid Access Addiction Medicine Clinic to provide clients with barrier-free treatment access
- Arrange shared care pathways between the Clinic and other participants in the healthcare system
- Meet with the LHIN and individual health care facilities to increase the profile of the Clinic and raise awareness concerning treatment needs of Indigenous patients
- Work with AHT leadership to provide financial oversight for the program
- Hire, orient, train, supervise, track attendance for and appraise program staff, volunteers and placement students
- Organize educational and training workshops for employees of AHT and external organizations
- Monitor and supervise administrative activities for the program on a day-to-day basis
- Establish project timelines and ensure that program obligations and objectives are fulfilled
- Coordinate regular evaluations of the Rapid Access Addiction Medicine Clinic and other aspects of the program
- Oversee communications, purchasing, and record-keeping for the program
- Develop and maintain good working relationships with external organizations that contribute to the health and wellbeing of clients

Qualifications & Experience:

- Administrative experience in a medical and/or social service environment
- Experience with budgeting and financial management, database maintenance, purchasing, project coordination, supervision and program development
- Well-developed organizational, analytical, supervisory, problem-solving and interpersonal skills
- Strong communication, networking, presentation and writing skills
- An understanding of the social determinants of health and other issues relevant to Aboriginal communities in Toronto; respect for Traditional healing
- Valid Ontario driver's license

How to Apply: Please submit your cover letter and resume by email to recruitment@aht.ca, in a single document, with your name and "Coordinator" in the subject line. If you have questions about the process, please call 416-920-2605 x.332

CLOSING DATE: March 12, 2021 by 5:00 pm

Anishnawbe Health Toronto offers a competitive salary, a comprehensive benefits package, a commitment to your professional development and a supportive workplace environment.

Applicants who self-identify as Aboriginal and meet the requirements of the job posting will be given first consideration in the hiring process

Anishnawbe Health Toronto is committed to diversity and values the contribution of its employees from diverse backgrounds and experiences. We welcome applications from Aboriginal persons, visible minority group members, women, persons with disabilities, members of sexual minority groups, and others who contribute to greater diversity of perspectives.

(If you are invited for an interview and require accommodation, please let us know)

Meegwetch to all applicants, however, only those selected for an interview will be contacted.