



Metis Settlements General Council

Employment Posting Paddle Prairie Patient Avocate

Date Posted: March 4, 2025

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

Temporary: Full Time Position - Metis Settlements General Council

Term of Employment: March 2025 - March 31, 2026

Rate of Pay: \$70,000 for the term pending on qualifications

Reports To: Metis Settlements Health Board Coordinator

Position Summary: The MSGC is seeking a highly-skilled, motivated individual who will aid Paddle Prairies members as they go through various healing journeys by helping navigate health care services; systems that are culturally sensitive. Committed to assisting in removing barriers to care by identifying critical resources for clients. Work closely with the Health Care Team which may include doctors, nurses and other clinical staff and/or resources to support positive health outcomes.

Responsibilities and Activities

- Provide liaison services between the patient and health care services and other resources as required.
- Become highly knowledgeable on the health care system, supports, resources
- Provide consultative and navigational services for health professionals, Settlements, and clients to understand and identify client needs by supporting cultural interpretation and/or health literacy translation services and supporting culturally competent practise (e.g. System barriers and navigation challenges).
- Provides support and acts as a resource, as required, for healthcare providers, including primary care physicians regarding the provision of culturally safe care.
- Coordinates client/family spiritual care requests and/or access to sacred spaces within the health care system to support Aboriginal beliefs and customs
- Provides client support services within hospital care system/community by initiating and maintain a working relationship to assess their needs and ability to access and receive culturally safe care.
- Support clients, as requested to understand, access and navigate acute care, home health, community, mental health and addictions, chronic disease and public health care services.
- Assist clients in addressing their concerns to appropriate Patient complaints department as well as the Metis Settlements Health Board.
- Provide or assist in facilitating cultural awareness sessions.
- Patient/client language interpretation



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- At the client/healthcare provider's request provide client support services related to discharge planning, including assisting in the early identification and assessment of client needs and liaising with the appropriate resources.
- Provides a link between the healthcare providers and settlement members in understanding the health care system.
- Monthly report writing and brief submissions
- Attend meetings as requested with Health Board
- Develop and distribute information on services provided and resources
- Introduce self and promote awareness of programs to settlement of Paddle Prairie
- Address lack of information and service gaps to improve access to services
- Provide follow-up to clients
- Work in collaboration with the MSGC Patient Navigator

Education and Experience:

- Accreditation in health field/social work
- A minimum of 3 -5 years experience working with indigenous communities and/or governments
- Possess various training such as Trauma informed training and or Grief & Loss etc.
- A minimum of 3 years experience in project coordination
- Knowledge of the Metis Settlement of Alberta; Metis Settlements Health Board

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.
- Self motivated and ability to work independently as well as team environment.
- Knowledge of the Cree language considered an asset.
- Compassionate

Working Conditions:

- Must possess an Alberta Class 5 Drivers License, reliable vehicle, and business insurance.



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- Must be willing to work evenings and weekends as required.
- Ability to travel and work a flexible schedule
- Willing to undergo a Criminal Record Check and Vulnerable Sector/Intervention Record Check

Please submit your cover letter, resume, and two references to:

Darlene Carifelle- Health Coordinator
Email: dcarifelle@msgc.ca
Phone: 780-822-4057

**We thank all candidates for their interest,
however, only those selected for an interview
will be contacted.**