



Contract Position: COVID-19 Crisis Response Worker

Objectives

The Aboriginal Congress of Alberta Association (ACAA) supports off-reserve status and non-status Indians, unaffiliated Métis and Southern Inuit Indigenous Peoples in Alberta. The ACAA is looking for a Crisis Response Worker, one of which will be based in the Edmonton region. The duration of this contract is 6-month ending March 31, 2021. The contract position is based on a Monday through Friday schedule and may include some evening hours. The COVID-19 Crisis Response Worker is a front-line position aimed at helping vulnerable children, adults and Elders gain access to practical support in response to COVID-19. As the COVID-19 Crisis Response Worker you will be responsible for intervening where help is needed the most.

Deliverables

- engage, support and assess financial need for Indigenous families and individuals living in Edmonton and Fort McMurray who are in need of financial support;
- engage local organizations to identify families and individuals who can most benefit from the Emergency COVID-19 Funding;
- identify and assess the challenges clients are facing and help connect them to appropriate supports;
- prepare intake application and participate in the selection of funding applications by ensuring the application is complete with required documentation;
- purchase, compile and deliver supplies for individuals and families;
- track and ensure budgets remains within allocated amount for each region;
- help maintain a database of referrals and funding services provided to families and individuals.
- attend team meetings to provide updates for region;
- provide written monthly reports for final reporting;
- maintain and submit monthly reporting to the ACAA Administrative Coordinator.

Skills & Qualifications

- practical experience working directly with community members, groups, and organizations on community issues;
- people oriented, friendly with a professional attitude and suited to work in a team;
- possess strong cultural knowledge and sensitivity in working with Indigenous families;
- knowledgeable of the community and social services sector within Edmonton/ Fort McMurray regions;
- possess strong interpersonal and written communication skills;
- possess strong organizational skills with the ability to prioritize, schedule and perform complex tasks with minimum supervision;
- able to work effectively in a fast-paced and dynamic environment;
- resourceful problem-solver who takes initiative; and
- working knowledge of standard office applications such as Word, Outlook, Excel and Google.

Requirements

- valid class 5 drivers' licence;
- must have a own vehicle;
- insurance up to two million liability;
- driver's abstract; and
- ability to lift up to 50 pounds.