



INDEPENDENT FIRST NATIONS ALLIANCE
HEALTH SERVICES

Job Description
Contract Position

Community Outreach & Participation Coordinator

SUMMARY:

Community Outreach & Participation Coordinator has the shared responsibility with the Nishnawbe Aski Nation (NAN) Community Participation Coordinator to plan and coordinate the community participation and provide communication/education to the Independent First Nations Alliance communities as part of the Health Transformation process. The Community Outreach & Participation Coordinator will liaise with Independent First Nations Alliance communities, First Nation agencies and the NAN Health Transformation Advocates in order to facilitate community participation, communication and information sharing with the goals of furthering the development of the Health Transformation process for NAN territory.

DUTIES AND RESPONSIBILITIES:

ADMINISTRATION:

- Assist in the development of the NAN Health Transformation process as mandated by the NAN Chiefs Council on Health Transformation and guided by the Charter of Relationship Principles Governing Health System Transformation in the NAN Territory;
- Liaise with the NAN Community Participation Coordinator and Health Transformation Internal Lead by providing technical support and coordination at the Tribal Council and community level;
- Provide technical support and facilitation for community participation and coordination of other NAN Health Transformation initiatives;
- Provide technical support and information/education on the overall Health Transformation process to community members;
- Assist with Health Transformation process by providing technical leadership, strategic direction, research and support to the NAN Health Transformation Department, NAN-affiliated health organizations and to First Nations;
- Work in cooperation with the NAN Health Transformation Department staff to coordinate strategies and prioritize issues regarding health transformation;
- Prepare reports and briefing notes that assist in Health Transformation; including the implementation of work plans and the monitoring of program budgets in accordance with the Tribal Council policies and procedures and funding terms and conditions; and

- The Community Outreach and Participation Coordinator may attend the community participation sessions and provide support to the Health Transformation Advocates; and
- Other related duties as required.

ACCOUNTABILITY:

The Community Outreach & Participation Coordinator is under the day-to-day supervision of the IFNA Health Services Manager. Political and strategic direction will be provided by the NAN Health Transformation Department which includes the Internal Health Transformation Lead and Health Transformation Lead & Negotiator.

SKILLS:

Bachelor's degree in public health, social sciences, community development or similar /equivalent working experience.

COMPETENCIES AND QUALIFICATIONS:

- Demonstrate knowledge of the broad spectrum of health and health care support systems;
- Must understand the issues and concerns of health care system stakeholders as well as the trends, directions and models of delivery and governance that affect health care in the NAN territory;
- Excellent communication, computer, relationship building, conceptual and leadership skills;
- Ability and/or experience in managing programs and staff;
- Ability to provide thorough, well composed reports on specific issues within time limits;
- Fluency in an IFNA dialect (Cree, Ojibway or Oji-Cree) an asset;
- Initiative and ability to complete tasks with a minimum of guidance and supervision, and to manage competing demands in a team setting; and
- Willing and able to travel as required.

LOCATION OF WORK: Sioux Lookout

CLOSING DATE: Wednesday, April 24, 2019, 4:30 PM CDT

Please submit your resume and 3 references to:

Gail Binguis
Executive Assistant
P.O. Box 5010
Sioux Lookout, ON
P8T 1 K6
Via fax: (807) 737-3501
E-mail: gbinguis@ifna.ca

Independent First Nations Alliance wishes to thank all applicants in advance. However, only those granted an interview will be contacted.