Job Description

Community Participation Coordinator
Health Transformation

SUMMARY:
The Community Participation Coordinator has the shared responsibility with the Nishnawbe Aski Nation (NAN) Health Transformation team to organize, facilitate and inform individuals (on and off-reserve), communities, Tribal Councils and organizations about the health system transformation process in NAN territory. The process will involve informing all NAN members about the initiative, inviting their input, collaborating with them to generate solutions, and partnering with the community from the beginning to tackle community issues related to their well-being. The Participation Coordinator will liaise with Tribal Council, First Nation agencies and the NAN engagement team in order to facilitate community engagement, and communication and information sharing with the goal 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 Tribal Council by providing technical support and coordination between NAN, the Tribal Council, health authorities and community level.
• Plan community engagement sessions for the NAN Independent First Nation communities.
• Provide technical support and facilitation for community engagement and coordination of other NAN Health Transformation initiatives.
• Assist in all aspects of project management: Implement work plans and resolutions; monitor program budgets; submit monthly financial reports in accordance with NAN policies and procedures and funding terms and conditions.
• Assist the 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, Infrastructure and Housing department staff and Social Services department staff to coordinate strategies and prioritize issues regarding health transformation engagement.
• 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 NAN policies and procedures and funding terms and conditions.
• Perform other duties as assigned.
ACCOUNTABILITY:
The Participation Coordinator is under the supervision of the Community Participation Manager and Director of Health Transformation, with overall accountability for performance to the Chief Administrative Officer.

SKILLS:
Bachelor’s degree in public health, social sciences, community development or comparable 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 a NAN dialect (Cree, Ojibway or Oji-Cree) a requirement.
- Initiative and ability to complete tasks with a minimum of guidance and supervision, and to manage competing demands in a team setting.
- Willing and able to travel as required.

LOCATION: Thunder Bay or Timmins, Ontario
PORTFOLIO: Health Transformation
REVISED: January 2020