



## Job Description

|                        |                                      |                        |              |
|------------------------|--------------------------------------|------------------------|--------------|
| <b>Job Title:</b>      | <b>Indigenous Health Coordinator</b> |                        |              |
| <b>Department:</b>     | Administration                       |                        |              |
| <b>Section:</b>        | 1 – Administration OOS               |                        |              |
| <b>Employee Group:</b> | OOS                                  | <b>WS#: (FAC)</b>      | NA           |
| <b>Issue Date:</b>     | June 9, 2021                         | <b>Last Edit Date:</b> | July 6, 2021 |

|  |   |
|--|---|
| <b>Summary:</b>                            | <p>Ensures that Indigenous health programs and services have a foundation in Indigenous values and principles. Incorporates input from Indigenous communities and agencies in the Northern Health Region (NHR).</p> <p>Leads Indigenous Liaison Program; develops programming, role and clinical team integration. Incorporates cultural and related issues regarding Indigenous health. Provides day to day support to managers to support creation of a safe care environment that is culturally safe.</p> <p>Implements cultural proficiency and Indigenous cultural safety throughout NHR and provides leadership that is patient focused.</p> <p>The Indigenous Health Coordinator is responsible for the following areas:</p> <ul style="list-style-type: none"> <li>• Indigenous Services (Liaisons)</li> <li>• Cultural Proficiency and Indigenous Cultural Safety</li> <li>• Indigenous Engagement &amp; Collaboration</li> </ul> <p>The incumbent must fulfill the requirements of the Criminal Records/Vulnerable Person, Child Abuse Registry check and Adult Abuse Registry check, and adhere to all Northern Health Region policies and procedures.</p> |
| <b>Reports to:</b>                         | <p>Chief Indigenous Health Officer (CIHO)</p> <p>While CIHO is on work assignment to TMO, the reporting is matrix with CEO for guidance and supervision.</p>  |
| <b>Competencies / Requirements:</b>        |   |
| <b>Degrees, Certificates and Licenses:</b> | <ul style="list-style-type: none"> <li>• Baccalaureate degree in relevant health/social services program required; a combination of relevant education, and experience may be considered</li> <li>• Must be of Indigenous ancestry</li> <li>• Valid Manitoba Class V driver's license, access to a vehicle, and willingness to travel the region year-round</li> <li>• Licensure with regulatory body, if applicable</li> </ul>   |
| <b>Knowledge:</b>                          | <ul style="list-style-type: none"> <li>• Minimum of three (3) years' leadership/managerial experience working in health service organizations</li> <li>• Ability to speak Cree</li> <li>• Knowledge of Indigenous customs and traditions required</li> <li>• Strong and culturally relevant communication, interpersonal, analytical, organizational, and leadership skills</li> </ul>  |

|                       |  |
|-----------------------|--|
|                       | <ul style="list-style-type: none"> <li>• Knowledge of historical context and culture of Indigenous peoples and building successful long-term relationships with Indigenous people, agencies, communities</li> <li>• Incorporates Indigenous traditional knowledge and the Truth and Reconciliation Calls to Action</li> <li>• Knowledge or familiarity with Indigenous health issues, population health, and health status of citizens in Northern Manitoba</li> <li>• Knowledge of the Manitoba health care system, federal health care system, provincial and federal governance, and leadership models</li> <li>• Working knowledge of key professional, organizational and stakeholder organizations and structures within the province and the region</li> <li>• Thorough knowledge of Windows based programs (Microsoft Word, Excel, PowerPoint, Outlook) and Internet</li> </ul>  |
| <p><b>Skills:</b></p> | <ul style="list-style-type: none"> <li>• Effective written and verbal communication skills</li> <li>• Ability to speak Cree an asset</li> <li>• Respects and promotes a culturally diverse population</li> <li>• Ability to work effectively in a multi-disciplinary team and independently</li> <li>• Effective conflict resolution skills</li> <li>• Strong organizational skills and ability to meet deadlines</li> <li>• Ability to work in a high-volume environment</li> <li>• Ability to adapt to and lead change</li> <li>• Proven record of success working in a collaborative, team-based environment</li> <li>• Demonstrated leadership in health care and inter-professional, culturally diverse health care environments, interpersonal and communication skills, and ability to maintain effective working relationships</li> <li>• In-depth and comprehensive knowledge of health care system culture, Indigenous cultures and current issues</li> <li>• Demonstrated experience in program planning, development, and evaluation</li> <li>• Demonstrated experience in working effectively within a multi-jurisdictional and intersectoral environment</li> <li>• Evidence of initiative as well as creative, innovative, problem solving</li> <li>• Demonstrated experience in the development of partnerships/collaboration involving communities or agencies, and federal and provincial governments</li> <li>• Understanding of provincial and federal processes</li> <li>• Team player and demonstrated team-building skills</li> <li>• Commitment to continuing self-development</li> <li>• Ability to perform the duties of the position on a consistent basis</li> <li>• Demonstrated skill in managing sensitive information and situations in a spirit of respect and dignity</li> </ul> |
| <p><b>Duties:</b></p> | <ol style="list-style-type: none"> <li>1. Advocates on behalf of the Northern Health Region</li> <li>2. Promotes safety and health in the workplace</li> <li>3. Contributes to a culture of client and staff safety</li> <li>4. Provides leadership in bringing forward Indigenous perspectives and culture</li> <li>5. Provides leadership to policy and planning processes</li> <li>6. Represents the NHR locally, regionally, provincially and nationally</li> <li>7. Contributes to an integrated approach to inter-professional, collaborative practice model of health care delivery within the NHR</li> </ol>   |

|  |   |
|--|---|
|  | <ol style="list-style-type: none"> <li>8. Ensures that accessibility, availability, and appropriateness of care for those needing care is considered in all regional planning, implementing, and evaluating of health services and programs</li> <li>9. Supports regional clinical services, working collaboratively with other related program areas and provincial clinical teams to ensure that services are delivered in a culturally safe manner</li> <li>10. Advises the CIHO on issues that require consultation with leadership, stakeholders, regulatory bodies, labour relations organizations, Manitoba Health, First Nations and Inuit Health Branch, and other departments in the federal and provincial governments to further the NHR's mission, representing the CIHO as required and appropriate</li> <li>11. Consults and acts as a resource within the region regarding best practice, centres of excellence and clinical governance</li> <li>12. Analyzes and determines the impact of all relevant reports, inquests, legislation affecting the delivery of clinical services, the effect of same on the NHR, and advises the CIHO accordingly</li> <li>13. Ensures consistent human resources practices that are in compliance with collective agreements and NHR policy</li> <li>14. Ensures responsible financial management that is consistent with NHR budget process and policy</li> <li>15. Ensures effective and efficient delivery of services across the region</li> <li>16. Ensures effective communication within the portfolio and the organization</li> <li>17. Ensures continuous quality improvement</li> <li>18. Demonstrates professionalism within the Code of Conduct</li> <li>19. Demonstrates leadership qualities</li> <li>20. Ability to recognize and pursue self-development opportunities</li> <li>21. Assists with training new staff as required</li> </ol> |
| <p><b>Working Conditions:</b></p>        | <ul style="list-style-type: none"> <li>• Primary day shift, Monday to Friday</li> <li>• Weekend and evening work on occasion</li> <li>• Travel, including gravel and winter roads and, where applicable, by small plane within the region year-round</li> </ul>   |
| <p><b>Decision Making:</b></p>           | <ul style="list-style-type: none"> <li>• Operational and clinical decisions related to inter-professional practice and Indigenous Health Services within approved NHR policies</li> <li>• Financial management of allocated budget within portfolio</li> <li>• Strategic planning and decisions made in collaboration with staff, Executive Leadership Council, Senior Management Team, and pending approval of the CEO</li> <li>• Financial decisions that result in over-cost to portfolio cannot be made without CEO authorization</li> <li>• Recruit staff within budget in conjunction with Human Resources department, and according to staff planning</li> <li>• All decisions of a program/departmental nature including human and financial resources</li> <li>• Progressive discipline of staff; includes termination in consultation with Human Resource department</li> <li>• Approval of purchases within NHR guidelines</li> <li>• Policy Development – recommendations of a policy nature to Executive Leadership Council</li> </ul>   |
| <p><b>Key Working Relationships:</b></p> | <ul style="list-style-type: none"> <li>• Chief Indigenous Health Officer</li> <li>• Chief Executive Officer</li> <li>• Senior and Regional Management Team</li> <li>• All staff</li> </ul>  |

|                        |   |
|------------------------|---|
|                        | <ul style="list-style-type: none"> <li>Regulatory and professional bodies</li> <li>External agencies</li> </ul> |
| <b>Direct Reports:</b> | <ul style="list-style-type: none"> <li>Indigenous Liaison Workers</li> <li>Others as determined</li> </ul>      |

***It is understood that the duties and responsibilities contained in this job description are representative of those necessary to carry out the functions of the position, however they do not limit the incumbent from performing other related duties.***

Approved By:

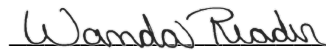


July 7, 2021

\_\_\_\_\_  
VP, Director or Manager

\_\_\_\_\_  
Date

Reviewed by Human Resources:



\_\_\_\_\_  
VP Human Resources & Chief HR Officer

July 7, 2021

\_\_\_\_\_  
Date



## JOB DUTY ACTIVITIES FOR INDIGENOUS HEALTH COORDINATOR

| Job Duties<br>from Job Description   | Performance Measures   |
|--|--|
| 1. Advocates on behalf of the Northern Health Region                           | 1.1 Promotes the mission, vision, values, and goals of the NHR<br>1.2 Maintains confidentiality in accordance with the Personal Health Information Act (PHIA), Freedom of Information and Privacy Protection Act (FIPPA), NHR policies, and any other applicable legislation<br>1.3 Adheres to all NHR policies<br>1.4 Maintains acceptable state of health in accordance with the Attendance Support & Assistance Program (ASAP)  |
| 2. Promotes safety and health in the workplace                                 | 2.1 Takes care to protect own health and safety<br>2.2 Takes all precautions necessary to protect the safety and health of other workers<br>2.3 Understands and follows legislation and workplace safety and health requirements<br>2.4 Reports incidents and unsafe acts and hazards<br>2.5 Cooperates with Workplace Safety and Health Committee and employer on safety and health issues<br>2.6 Complies with the Respectful Workplace Policy   |
| 3. Contributes to a culture of client and staff safety                         | 3.1 Commits to client safety as a key professional value and an essential component of daily practice<br>3.2 Uses appropriate protective clothing and/or equipment<br>3.3 Integrates client and staff safety practices into daily activities<br>3.4 Understands client safety practices that reduce the risk of adverse events such as infection control, injury prevention, safe administration of medication, and risk awareness<br>3.5 Recognizes, responds, and reports adverse events and near misses |
| 4. Provides leadership in bringing forward Indigenous perspectives and culture | 4.1 Engages with Indigenous Health Directors throughout the region<br>4.2 Brings issues to the attention of the CIHO   |
| 5. Provides leadership to policy and planning processes                        | 5.1 Participates in the Health Planning, Strategic Planning, Risk Management, and Continuous Quality Improvement<br>5.2 Provides an Indigenous lens to Regional and Senior Management of the NHR<br>5.3 Ensures that Indigenous interests are incorporated in regional planning  |
| 6. Represents the NHR locally, regionally, provincially and nationally         | 6.1 Promotes collaboration and partnerships within the region amongst Indigenous communities/organizations and the NHR, promoting our desire to work cohesively<br>6.2 Promotes the NHR as a collaborative health partner willing and able to support special projects and initiatives that impact the health status of the region   |

|   |   |
|---|---|
| <p>7. Contributes to an integrated approach to inter-professional, collaborative practice model of health care delivery within the NHR</p>  | <p>7.1 Ensures that identified challenges are addressed through organizational practices and program planning</p> <p>7.2 Develops an Annual Operational Plan that articulates, within the context of the NHR Indigenous Health Strategy and Regional Strategic Plan, the program plans to meet the needs of Indigenous peoples in the region</p>  |
| <p>8. Ensures that accessibility, availability, and appropriateness of care for those needing care is considered in all regional planning, implementing, and evaluating of health services and programs</p>   | <p>8.1 Provides a framework for ensuring programs, services and policy are culturally relevant and contributes to cultural safety</p> <p>8.2 Actively participates in the Community Health Assessment to ensure issues of Indigenous peoples and communities are reflected</p>  |
| <p>9. Supports regional clinical services, working collaboratively with other related program areas and provincial clinical teams to ensure that services are delivered in a culturally safe manner</p>   | <p>9.1 Works with staff of the region to ensure that programs and services are culturally relevant and align with the NHR Indigenous Health Strategy and strategic directions of the NHR</p> <p>9.2 Provides awareness of First Nations, Métis and Inuit health programs and services for staff to create awareness of potential opportunities for collaboration and reduce duplication</p> |
| <p>10. Advises the CIHO on issues that require consultation with leadership, stakeholders, regulatory bodies, labour relations organizations, Manitoba Health, First Nations and Inuit Health Branch, and other departments in the federal and provincial governments to further the NHR's mission, representing the CIHO as required and appropriate</p> | <p>10.1 Supports partnerships with Indigenous communities, governments and organizations</p> <p>10.2 Provides insight on current Indigenous health governance models to support the development of potential relationship opportunities</p>   |
| <p>11. Consults and acts as a resource within the region regarding best practice, centres of excellence and clinical governance</p>   | <p>11.1 Ensures that Indigenous interests are incorporated in regional planning</p>   |
| <p>12. Analyzes and determines the impact of all relevant reports, inquests, legislation affecting the delivery of clinical services, the effect of same on the NHR, and advises the CIHO accordingly</p>   | <p>12.1 Provides insight into a regional plan for traditional, spiritual, and cultural care for patients/clients for the Region</p>   |
| <p>13. Ensures consistent human resources practices that are in</p>   | <p>13.1 Ensures the availability of competent and proficient staff necessary to provide and support the highest quality of work possible within existing resources</p>  |

|   |  |
|---|--|
| <p>compliance with collective agreements and NHR policy</p>   | <p>13.2 Hires and selects staff, including responsibility for interviewing applicants and selecting the successful candidate and has authority to promote/select for internal positions</p> <p>13.3 Evaluates and determines retention/dismissal of casual and probationary employees</p> <p>13.4 Supervises directly/indirectly personnel in service area</p> <p>13.5 Schedules staff consistent with operational needs and contractual requirements, within the limitations of the allocated staffing budget</p> <p>13.6 Approves leaves of absence, vacation allocations and authorizes overtime</p> <p>13.7 Manages human resources and interprets and applies regional policies and collective agreements</p> <p>13.8 Provides leadership, coaching, and mentoring to create an environment conducive to effective working relationships</p> <p>13.9 Establishes standards for employee performance and monitors performance, including participation in conducting performance reviews of staff and responsible for follow-up thereafter</p> <p>13.10 Identifies and implements remedial measures to correct performance or disciplinary issues and is responsible for applying discipline, including suspension/dismissal</p> <p>13.11 Ensures relevant, updated job descriptions for all staff reporting to the department</p> <p>13.12 Encourages staff regarding committee involvement and professional development, and maintains an in-service program within the department</p> |
| <p>14. Ensures responsible financial management that is consistent with NHR budget process and policy</p> | <p>14.1 With the assistance of departmental staff, identifies areas of unnecessary expenditure of supplies and services, and devises and implements methods to reduce and/ or reallocate same</p> <p>14.2 Monitors departmental staff to ensure supplies are utilized in a financially responsible manner</p> <p>14.3 Maintains day-to-day records as necessary for scheduling payroll</p>   |
| <p>15. Ensures effective and efficient delivery of services across the region</p>                         | <p>15.1 Is knowledgeable and aware of departmental goals and objectives</p> <p>15.2 Participates in the development of plans for new programs and revision of existing programs, in collaboration with the Manager and Regional Manager, including identifying needs and conducting ongoing monitoring and evaluation</p> <p>15.3 Participates in strategic planning for the department(s) comprising the program</p> <p>15.4 Policy Development – recommendations of a policy nature to Executive Leadership Council</p>  |
| <p>16. Ensures effective communication within the department and the organization</p>                     | <p>16.1 Ensures communication and responses to inquiries are addressed in a timely and effective manner</p>  |

|  |  |
|--|--|
| 17. Ensures Continuous Quality Improvement                         | 17.1 Participates in Accreditation process and committee activities<br>17.2 Performs in a manner that minimizes risk and exposure to personal and/or corporate liability<br>17.3 Embraces LEAN methodology   |
| 18. Demonstrates professionalism within the Code of Conduct        | 18.1 Demonstrates the ability to accept and adjust to change<br>18.2 Assumes responsibility for own actions<br>18.3 Exhibits initiative in the work environment<br>18.4 Appears professionally as described in the NHR and department dress code policies<br>18.5 Reports for work as scheduled in a prompt manner |
| 19. Demonstrates leadership qualities                              | 19.1 Demonstrates leadership competencies as outlined in the NHR Leadership Competency Framework<br>19.2 Leadership Competency Self-Assessment – Leading in Position: Out-of-Scope   |
| 20. Ability to recognize and pursue self-development opportunities | 20.1 Reviews and keeps up to date with policies and procedures of the NHR<br>20.2 Completes Absorb mandatory courses as required<br>20.3 Attends required staff training sessions, in-service programs, or seminars as required  |
| 21. Assists with training new staff as required                    | 21.1 Participates in orientation of new staff as necessary<br>21.2 Provides guidance to learners as required   |