



EMPLOYMENT OPPORTUNITY

The Southern First Nations Secretariat (SFNS) is seeking qualified applicants for the position of:

First Nation Health Policy Implementation Facilitator

(Full-Time or Part-Time; Recruiting up to 5 Remote Positions)

POSITION REPORTS TO: Education Resource Developer

EMPLOYMENT DURATION: 30 Weeks (September 5, 2023 – March 29, 2024) with the possibility of an extension.

POSITION SUMMARY: The Implementation Facilitator will be responsible for developing community-specific health policy positions. The position documents will be incorporated into the First Nation Health Policy to ensure local voices/positions resonate throughout the policy document. Facilitators will engage community leaders, health staff, community members, Elders, and Traditional Knowledge keepers within the eight LDCC member First Nations.

The LDCC developed a First Nation Health Declaration and Health Policy in response to “The People’s Health Care Act” in 2019. The Policy was created to aid health care leaders and providers in building positive and equitable working relationships with First Nations. The Policy was created with input and guidance from LDCC member First Nations regarding their intended role in the design, delivery, and evaluation of the health system transformation.

KEY RESULT AREAS:

- Facilitators will coordinate and conduct community input sessions through a variety of approaches, including (but not limited to) interviews, focus groups, surveys, presentations to community groups/events, and reflection sessions.
- Arrange participation by contacting participants to explain the project and provide concise and accurate documentation on the LDCC First Nation Health Policy.
- Create PowerPoint slideshows to accompany Policy materials and information for input sessions.
- Compile the input and develop a community-based policy position document.
- Ensure community input sessions and policy position documents are consistent with local protocols, practices, methods, and approaches.
- Coordinate and schedule time for the policy position document to be reviewed by the appropriate health staff and leadership for final input and approval.
- Work closely and consult with the Education Resource Developer in the creation of a comprehensive policy position for health care service providers. Identify improvements and key messaging.
- Establish and maintain positive working relationships with the Technical Team, First Nation health staff, health service providers, and other external organizations through ongoing communication (telephone calls, social media outlets, email, etc.).



- Work closely with the Education Resource Developer to provide regular briefings on activities to the Technical Team and to socialize health service providers to the First Nation Health Declaration and Health Policy.
- Attend and participate in health planning meetings (Ontario Health Teams, and health system integration meetings) to ensure local community voices and perspectives are included and advanced.
- Attend other meetings, training, and workshops as assigned.
- Provide summary reports back to the Technical Team on meetings attended.
- Assist with special projects as required.
- Provide peer support to other Implementation Facilitators.
- Assist with other data collection and clerical tasks as needed.
- Perform other duties as required.

STATEMENTS OF QUALIFICATIONS:

Basic Requirements (Mandatory & Minimum):

- Post-Secondary education preferably in an education or health related field; and
- Presentation and facilitation experience in small and large group settings.

Rated Requirements:

- Previous work experience within a First Nation community/organization;
- Able to communicate effectively with diverse audiences;
- Strong organization and time management skills;
- Exceptional verbal and written communications skills;
- Ability to multi-task and work under time pressure;
- Proficient in the Microsoft Office suite of programs;
- Ability to work independently;
- Can set priorities and meet goals;
- Willingness to work flexible hours including evenings or weekends when required;
- Willing to provide a current criminal reference check; and
- Must be willing to travel, have a valid driver's license, and unrestricted access to reliable transportation.

PHYSICAL DEMANDS:

- Sitting for long periods of time in an office environment at a desk, computer terminal, or in meetings.
- Required to drive a vehicle to perform duties.

SALARY RANGE: \$21.00 - \$23.00 per hour based on experience and qualifications.

CLOSING DATE: **Friday, August 11, 2023 at 4:00 pm**

Interviews are tentatively scheduled for Thursday, August 17, 2023.



Please submit a cover letter, resume, and three current employment references to:

Jennifer Whiteye, Executive Director
Southern First Nations Secretariat
Email: jenwhiteye@sfns.on.ca

Please clearly mark your subject line: "Confidential – First Nation Health Policy Implementation Facilitator."

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

* A full job description is available upon request.

PREFERENTIAL HIRING:

SFNS encourages all qualified individuals to apply. However, preference will be given to qualified First Nations people in accordance with SFNS' General Principles of the Human Resource Management Policy, section 16 of the Canadian Human Rights Act, sub-section 24(1)(a) of the Ontario Human Rights Code, and section 7 of the Employment Equity Act. First Nations candidates who wish to qualify for preferential consideration must self-identify.