



## **EMPLOYMENT OPPORTUNITY**

(2<sup>nd</sup> Posting)

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

### **Education Resource Developer**

(Full-Time)

**POSITION REPORTS TO:** Executive Director

**POSITIONS SUPERVISED:** First Nation Health Policy Implementation Facilitators

**EMPLOYMENT DURATION:** 29 weeks (September 11, 2023 – March 29, 2024) with the possibility of an extension.

**POSITION SUMMARY:** The Education Resource Developer will be responsible for supporting the implementation activities of the LDCC First Nation Health Policy Project including the development of resources through a comprehensive toolkit. 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:**

- Implement the Health Policy Enhancement Project annual work plan and priorities specific to the Technical Team.
- Monitor budgets and review monthly financial statements and general ledgers to ensure project activities are on track.
- Develop and design learning curricula and course content for the First Nation Health Policy Toolkit.
- Create educational resources for health care leaders and providers to support their independent learning and future group training sessions.
- Commission language translation work.
- Hire and oversee the graphic designer to format and layout the toolkit information into a user-friendly version.
- 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 First Nation Health Policy Specialist 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.
- Oversee staff and provide them with guidance and support to help them fulfill their positions/ deliverables.



- Coordinate staff training and provide informal, on-the-job training.
- Develop interim and final reports for the Technical Team, Board of Directors, and funders as required.

## **STATEMENTS OF QUALIFICATIONS:**

### **Basic Requirements (Mandatory & Minimum):**

- Post-Secondary degree or diploma in an education or health field;
- Experience with developing training materials; and
- Working knowledge of First Nation health priorities.

### **Rated Requirements:**

- Experience with facilitating training sessions considered an asset;
- Previous work experience within a First Nation community/organization;
- Demonstrated ability to create education/training manuals and process plans for training resources;
- Prior experience applying principles of cognitive science and adult learning design to create and/or research, vet, and curate instructional content, tools, and resources;
- Knowledge of analyzing, selecting, and implementing content and technologies to maximize learning experiences and knowledge transfer;
- Exceptional verbal and written communications skills;
- Ability to multi-task and work under time pressure;
- Proficient in the Microsoft Office suite of programs;
- Proficient in preparing and analyzing budgets;
- Ability to work independently or in a team environment;
- 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 have 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:** \$48,750 - \$56,550 per annum based on experience and qualifications.

**CLOSING DATE:** **Friday, August 25, 2023 at 4:00 pm**

Interviews are tentatively scheduled for Wednesday, August 30, 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](mailto:jenwhiteye@sfns.on.ca)

Please clearly mark your subject line: "Confidential – Education Resource Developer."

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.