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## **JOB DESCRIPTION**

### **Health Coordinator**

#### **Health Policy & Advocacy Department**

#### **SUMMARY:**

The Health Coordinator supports the Health Policy & Advocacy Manager to plan and coordinate the development of NAN-wide, multi-level health strategies. The Health Coordinator assists in the liaising with other departments within the NAN organization, the NAN Health Advisory Groups, First Nations, First Nation agencies and the provincial and federal governments to facilitate strategic planning and the development of health programming and initiatives for the Nishnawbe Aski Nation territory.

#### Summary of Duties

- Work by the mandate provided to the Health Policy and Advocacy Department by the NAN Chiefs in Assembly.
- Assist the Health Policy & Advocacy Manager by providing technical support and project coordination.
- Provide technical support and facilitation in the development, coordination and implementation of other NAN wide-health initiatives, in collaboration with other departments and staff within the organization.
- Assist the Health Policy & Advocacy Manager with the development of briefings, or other products required to report to the NAN Chiefs in Assembly and Executive responsible for the Health/Health Transformation portfolio as required.
- Assist the Health Policy & Advocacy Manager in technical leadership, strategic direction, research and support to the NAN Health Policy & Advocacy Department, NAN-affiliated health organizations and to First Nations in relation to the coordination and planning of health programs and initiatives.
- Work in cooperation with the NAN Health Policy & Advocacy staff to coordinate strategies and prioritize issues.
- Prepare proposals, submissions, and reporting to carry out the functions of the program.
- Assist in all aspects of project coordination: Implement work plans and resolutions; provide technical support; submit reporting in accordance with NAN policies and procedures and funding terms and conditions.
- Attending all organizational meetings as requested and adhering to NAN policies, procedures, and protocols.
- Complete all mandatory training assigned.
- Perform other duties as assigned by the Health Policy & Advocacy Manager.

#### Competencies And Qualifications:

*Candidate must possess the following skills and attributes:*

#### **Education:**

College Diploma or equivalent combination of education and experience in a related field is required.

#### **Credentials:**

Not Applicable

## **Experience:**

3 years of experience working in an office environment and 1-3 years of program-related experience is preferred.

## Knowledge:

- Position demands a pleasant disposition, flexibility, ability to multi-task, organize, problem solve, set priorities, enter data, and communicate effectively.
- Understanding of modern office technologies including word processing software, and basic spreadsheet development.
- Effective written and computer literacy
- Must be able to respect confidentiality and make sound decisions.
- Must be able to undertake and complete assigned projects and duties independently and effectively.
- Position must be familiar with current community resources.
- Sound knowledge of methods, techniques, or procedures that are commonly accepted practice in the predominant field of work.
- A good understanding and interest in NAN communities, FN organizations and current events.
- Thorough knowledge and understanding of indigenous culture and traditions within the NAN territory and communities.
- Fluency in NAN dialect (Cree, Anisininew or Ojibway) an asset.

## Effort:

- Light physical effort on a frequent basis with some heavy lifting (up to 40lbs) or moving of materials from time to time.
- Primarily desk work with prolonged sitting.
- Work requires a moderate level of dexterity related to sustained keyboard use.

## Working Conditions:

- Work within an office setting.
- Work within member First Nation communities, away from home.
- Travel via motor vehicle and aircraft.
- Highway and city driving may be required.
- Working in various meeting locations as required.

## Accountability:

The Health Coordinator is under the day-to-day supervision of the Manager of Health Policy & Advocacy with further accountability for overall performance to the Chief Administrative Officer.