

JOB DESCRIPTION

Health Commission Coordinator

Health Transformation Department

SUMMARY:

The Health Commission Coordinator is responsible for assisting the Health Commission Lead with overall management and completing day to day tasks related to the development of the Health Commission. Responsibilities include: planning, coordination, development, research, and assisting with the implementation of the Health Commission work plan under the Nishnawbe Aski Nation (NAN) Health Transformation process. The Health Commission Coordinator will develop and maintain effective working relationships and collaborative arrangements with NAN First Nation communities and partners in the development and implementation of the NAN Health Commission.

DUTIES AND RESPONSIBILITIES:

- Work by the mandate indicated throughout the *Charter of Relationship Principles Governing Health System Transformation in the NAN Territory*.
- Manage and assist in the effective and efficient day to day operations of the Health Commission initiative including planning, developing, coordinating, implementing and evaluating strategic work plans that incorporates and facilitates the vision, and strategic goals and objectives of the organization and NAN communities.
- Research, review, monitor and analyse initiatives of organizations, and provincial and federal government including legislation, policy and operational plans which relate to health commissions.
- Develop recommendations/options and advise the Health Commission Lead, Health Transformation Lead & Negotiations, Director, HTAC, CCHT, and the NAN Chiefs on possible impacts within NAN and on the NAN Health Commission.
- Research, review, monitor and analyse different health commissions, health care systems, engagement models, and others related to the work plan across Canada and around the world.
- Draft correspondence, proposals, discussion papers, internal documents, and briefing notes for senior management, CCHT, HTAC, Working Groups, NAN Chiefs and Executive. Prepare briefing materials on health commission and health issues as required/requested.
- Represent NAN or the Health Transformation process at meetings, conferences, workshops, etc. for purposes of presenting or gathering information.
- Liaise with First Nations, organizations, and other service agencies.
- Respond to requests for information or support related to NAN Health Commission initiative.
- Schedule, convene and attend meetings as needed (team, health projects, working groups etc.).
- Manage, plan and coordinate of Health Commission engagement sessions, gatherings, conferences, and

meetings.

- Develop communication and engagement strategies to ensure effective flow of communication and engagement with the Health Commission Team, the NAN Health Transformation Team, NAN communities, and NAN partners.
- Prepare reports, briefing notes, proposals, and power point presentations as required.
- Ensure the maintenance of an effective filing system that ensures records of activities, decisions, progress reports, health commission resolutions and telephone directories.
- Performs all other related duties as required.

ACCOUNTABILITY:

The Health Commission Coordinator is under the supervision of the Health Transformation Director and Health Transformation Lead and Negotiator with overall accountability for performance to the Chief Administrative Officer.

COMPETENCIES AND QUALIFICATIONS:

- Post- Secondary education in a health, health administration or related field with a minimum of five (5) years' work experience in management in First Nation health or a combination of related education/training and a minimum of five (5) years management work experience.
- Extensive knowledge of the broad spectrum of on-going health issues and health care support systems with a solid understanding of the trends, directions and models of delivery and governance that affect health care in the NAN territory.
- Leadership abilities, communications and interpersonal skills necessary to interact effectively internally and externally to develop and maintain effective working relationships.
- Solid organization and contract management skills.
- Excellent analytical and negotiation skills.
- Excellent oral and written communication and time management skills.
- Ability to execute and be a self-starter and follow through on projects.
- High level written, analytical research and presentation skills.
- Strong computer skills with expertise in Microsoft Word, Excel and Power Point.
- Fluency in a NAN dialect (Cree, Ojibway or Oji-Cree) an asset.
- Must have working knowledge of federal and provincial health legislation and interrelationships with the Indian Act and Treaties #9 and #5.
- Willing and able to travel as required.

NAN Corporate Services

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