

JOB DESCRIPTION

Reclamation of Indigenous Laws Coordinator

Health Transformation Department

SUMMARY:

The Reclamation of Indigenous Laws Coordinator is responsible for assisting the Reclamation of Indigenous Laws Lead with overall management and completing day to day tasks related to the development of the Reclamation of Indigenous Laws pillar. Responsibilities include: planning, coordination, development, research, and assisting with the implementation of the Reclamation of Indigenous Laws workplan under the Nishnawbe Aski Nation (NAN) Health Transformation process. The Reclamation of Indigenous Laws 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 Reclamation of Indigenous Laws pillar.

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 Reclamation of Indigenous Laws pillar including planning, developing, coordinating, implementing and evaluating strategic work plans that incorporates and facilitates the strategic goals and objectives of the Reclamation of Indigenous Laws Working Group.
- Research, review, monitor and analyse initiatives of organizations, and provincial and federal government including legislation, policy and operational plans which relate to Reclamation of Indigenous Laws pillar.
- Develop recommendations/options and advise the Reclamation of Indigenous Laws Lead, Health Transformation Lead & Negotiations, Director, HTAC, CCHT, and the NAN Chiefs on possible impacts within NAN and on the NAN Reclamation of Indigenous Laws pillar.
- Draft correspondence, proposals, discussion papers, internal documents, PowerPoint presentations, and briefing notes for senior management, CCHT, HTAC, Working Groups, NAN Chiefs and NAN Executive. Prepare briefing materials on Reclamation of Indigenous Laws pillar 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 Reclamation of Indigenous Laws pillar.
- Schedule, convene and attend meetings as needed (team, Reclamation of Indigenous Laws Working Groups etc.).
- Manage, plan and coordinate of Reclamation of Indigenous Laws pillar engagement sessions, gatherings,

conferences, and meetings.

- Develop communication and engagement strategies to ensure effective flow of communication and engagement with the Reclamation of Indigenous Laws Lead, the NAN Health Transformation Team, NAN communities, and NAN partners.
- Ensure the maintenance of an effective filing system that ensures records of activities, decisions, progress reports, and resolutions.
- Performs all other related duties as required.

ACCOUNTABILITY:

The Reclamation of Indigenous Laws 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.

LOCATION: Thunder Bay, Ontario
PORTFOLIO: Health Transformation
REVISED: February 2021