
JOB DESCRIPTION**Health Transformation Coordinator
Health Transformation Department (Immediate Needs)****SUMMARY:**

The role of the Health Transformation Coordinator is to provide technical support to the Nishnawbe Aski Nation (NAN) Health Transformation Immediate Needs Process. The Health Transformation Coordinator will track and coordinate immediate needs requests from community participation sessions, historical reports and documents and NAN Health Transformation Report recommendations. The Health Transformation Coordinator will review, analyze, document and work within the NAN Health Transformation Team to coordinate recommendations, background information, next steps and current work on the immediate need to seek action on improving the health outcomes within the NAN territory. This information will be a critical component of the NAN Health Transformation process negotiations. The Health Transformation Coordinator will also convene regular meetings for the Immediate Needs Working Groups as requested by the Health Transformation Director.

DUTIES & RESPONSIBILITIES:

- Work by the mandate indicated throughout the *Charter of Relationship Principles Governing Health System Transformation in the NAN Territory*.
- Work under the directions of the Chiefs Council on Health Transformation (CCHT) and the Health Transformation Advisory Council (HTAC).
- Coordinate and organize meeting with the Immediate Needs Working Groups as requested by the Health Transformation Director.
- Research, review, monitor and analyse provincial and federal government initiatives, funding, legislation, policy, and operational plans which affect the health, mental health, health services and self-determination in health as requested by the Health Transformation Director.
- 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 transformation 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 Transformation process.
- Work thoroughly to facilitate and communicate effective and efficiently within the NAN Health Transformation Team and with other NAN departments.
- Perform other related duties as assigned from time to time.

ACCOUNTABILITY:

The Health Transformation Coordinator is under the supervision of the Community Participation Manager and Health Transformation Director, with overall accountability for performance to the Chief Administrative Officer.

COMPETENCIES AND QUALIFICATIONS:

Candidate must possess the following skills and attributes:

- Post- Secondary education in a health, public health administration or related field.
- A minimum of 3 years' practical experience or a combination of education and relevant experience dealing with health policy issues.
- Demonstrates extensive knowledge of 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.
- Program management experience.
- High level written, analytical research and presentation skills.
- 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.
- 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 OF WORK: Thunder Bay, Ontario

PORTFOLIO: Health Transformation

CREATED /LAST UPDATED: October 2021