



**Nishnawbe Aski Nation**  
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nan.ca



100 Back Street, Unit 200  
Thunder Bay, ON P7J 1L2



## JOB DESCRIPTION

### Continuity of Care – Researcher

#### SUMMARY:

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The Continuity of Care Researcher is a short-term contract position open to current post-secondary students. The Continuity of Care Researcher is accountable to the Executive Council Member responsible for the Education Portfolio as well as the Director of Education and will report directly to the Education Manager.

The Continuity of Care initiative will see the development of a resource document that will enable front-line workers to view the second-level services that are available in each of three catchment areas (Thunder Bay, Sioux Lookout/Dryden, and Timmins). This resource will particularly highlight those organizations that are able to service communities on-reserve.

These short-term contract positions will involve researching and collecting detailed information from many second-level service providers throughout the noted catchment areas. The Continuity of Care Researcher will work individually as well as in a team with the other Researchers in order to create a comprehensive listing of programs and services using a consistent format in the collection and recording of information. Weekly online team meetings will be held in order to keep the initiative moving and to respond to any questions or barriers that may come up.

#### DUTIES & RESPONSIBILITIES:

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- Working as a team, develop a template that will be used to ensure information collected is comprehensive and recorded in a regular format.
- Working as a team, develop a list of applicable service and support organizations for which information will be collected.
- Splitting the research area into smaller catchment areas, each Researcher will be responsible to collect all information for their specific area (Thunder Bay, Dryden/Sioux Lookout, Timmins, and Other).
- Will share information collected at weekly team meetings and talk through any barriers, questions or issues that may arise during the week.



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- Make recommendations for additions/amendments to the collection of information if required.
- Create and maintain a relationship with student support workers and other First Nations partners.
- Always represent Nishnawbe Aski Nation in a professional manner.
- Present information collected to First Nations partners, obtain feedback and adjust research/collection plan according to feedback received.
- Working as a team, compile all information into one file ensuring that all information is complete and professionally presented.

### **ACCOUNTABILITY:**

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The Continuity of Care Researcher will be responsible to the Education Manger for day-to-day activities but will be responsible to the Chief Administrative Officer and Director of Education for overall performance.

### **COMPETENCIES AND QUALIFICATIONS:**

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**Candidate must possess the following skills and attributes:**

#### Education/Experience:

The position demands an experienced researcher with high level communication and independent analysis skills. The academic and skills expectations are as follows:

- Must be currently in (returning in the fall to) a post-secondary program, preferably at the graduate level
- Must possess demonstratable research experience
- Knowledge of First Nation education issues, challenges and delivery models
- Ability to work effectively with others
- Demonstrated presentation skills
- Proven effectiveness in project management
- Ability to work in a close team environment
- Ability to work independently and take initiative to meet goals and objectives
- Strong organizational skills
- Strong communication skills with proficiency in developing written communications
- Ability to speak Ojibwe, Oji-Cree or Cree is an asset

### **OTHER REQUIREMENTS**



Reporting to the Education Manager, the Continuity of Care Researcher is a short-term contract that will run from June through August 2022. The Continuity of Care Researcher is expected to effectively represent NAN when working with First Nations partners and outside organizations.

**LOCATION OF WORK:** Thunder Bay

**PORTFOLIO:** Education

**CREATED /LAST UPDATED:** May 13, 2022

