

## JOB DESCRIPTION

### Health Transformation Coordinator

#### Health Transformation Department

#### SUMMARY:

The Health Transformation Coordinator is responsible for assisting the Health Entity Lead and Health Transformation Policy Analyst by completing day to day tasks related to the development of the Nishnawbe Aski Nation (NAN) Health Entity. Responsibilities include planning, coordination, and assisting with the implementation of the Health Entity work plan under the NAN Health Transformation process. The Health Transformation 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 Entity.

#### DUTIES AND RESPONSIBILITIES:

- Work by the mandate indicated throughout the *Charter of Relationship Principles Governing Health System Transformation in the NAN Territory*.
- Assist in the effective and efficient day to day operations of the Health Entity initiative including planning, coordinating, and implementing work plans that incorporates and facilitates the vision, and strategic goals and objectives of the organization and NAN communities.
- Provide administrative support to the Health Entity Lead and Health Transformation Policy Analyst as required, to organize internal and external meetings and teleconferences.
- Accurately prepare purchase/travel orders and Requests to Purchase Services for review and approval.
- Assist with the planning and coordination of NAN Health Entity engagement sessions, conferences, forums, summits, and committee and/or working group meetings, including promoting/advertising, recruiting and confirming participants, making travel and accommodation arrangements for participants, and developing and distributing agendas and relevant supporting information/registration materials.
- Attend committee meetings to take minutes and ensure action items are logged and circulated for follow-through.
- Format correspondence, proposals, discussion papers, internal documents, PowerPoint presentations, and briefing notes for senior management, CCHT, HTAC, Working Groups, NAN Chiefs and Executive, as requested by the Health Entity Lead.
- 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 Entity initiative.
- Ensure the maintenance of an effective filing system that ensures records of activities, decisions, progress

reports, health entity resolutions and telephone directories.

- Coordinate and arrange travel for staff and external consultants as requested.
- Performs all other related duties as required.

## **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:**

- Post- Secondary education in a health, health administration or related field with a minimum of three - five (3-5) years' work experience in First Nation health or a combination of related education/training.
- 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 time management skills.
- Excellent oral and written communication.
- 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:** October 2022