



POSITION DESCRIPTION

POSITION TITLE: Indigenous Cultural Safety and Education Consultant	DEPARTMENT: Indigenous Health
CLASSIFICATION: Indigenous Cultural Safety and Education Consultant	APPROVED BY: Regional Lead – Indigenous Health & Recruitment
UNION: Non-Union	DATE APPROVED: April 2024

REPORTING RELATIONSHIPS

POSITION REPORTS TO: Regional Lead – Indigenous Health & Recruitment

POSITIONS SUPERVISED: None

POSITION PURPOSE

The Indigenous Cultural Safety and Education Consultant is responsible for the creation of educational development programs, resources, and services for Southern Health-Santé Sud. These resources will serve the important functions of broadening employee awareness and understanding of Indigenous people's histories, worldviews and cultures and improving the delivery of culturally safe care. The Indigenous Cultural Safety and Education Consultant supports the Southern Health-Santé Sud strategic plan and the Indigenous Health Quality Improvement Plan; and responds to the Truth and Reconciliation Commission of Canada Calls to Action.

The incumbent exercises the appropriate level of initiative and independent judgment in determining work priorities, work methods to be employed and action to be taken on unusual matters. The position functions in a manner that is consistent with the mission, vision and values; and the policies of Southern Health-Santé Sud.

ESSENTIAL FUNCTIONS AND BASIC DUTIES

Duties and functions include but are not limited to the following:

- In collaboration and consultation with the Regional Lead – Indigenous Health, plans comprehensive educational development programs, resources, and services that 1) address the educational needs of the Southern Health-Santé Sud region (2) align with the region's strategic plan (3) reflect the region's commitment to culturally safe care.
- Develops and delivers professional development training for staff with the intention of increasing awareness of Indigenous experiences in Canada and in the healthcare system.

- Facilitates workshops using principles of adult education and respectful group dynamics based on the establishment of a safe context for participants to move toward cultural understanding and levels of cultural competency and safety.
- Effectively uses various delivery methods like classroom and virtual/eLearning.
- Participates in the development of proposals for new training programs.
- Participates in the tracking, recording and reporting of staff education initiatives and activities.
- Reviews evaluations for participant feedback and considers workshop adjustment as needed.
- Effectively facilitates dialogue and incorporates sensitivity amongst participants with diverse backgrounds, opinions, and experiences.
- Collaborates with other facilitators to balance time, content, and facilitation duties/exercises.
- Provides leadership and coordination for workshop development working groups (i.e. chair or co-chair of working group, first drafts of curriculum development for working groups).
- Provides leadership and coordination to meet program timelines on development of workshop programming and deliverables.
- Liaises and collaborates with stakeholders such as educators and Indigenous teachers (Elders, Knowledge Keepers, Traditional Healers), Indigenous and non-Indigenous staff, and Indigenous communities and Indigenous led organizations.
- Maintains a professional, cooperative, and supportive connection with stakeholders.
- Communicates effectively and professionally with all levels of management, staff, and public.
- Promotes and shares information about Indigenous cultural events on topics such as Truth and Reconciliation, Anti-Racism, Orange Shirt Day, etc.
- Maintains updated knowledge base on Indigenous literature that emphasizes current issues, research, programs, that will enhance education and training content and deliverables.
- Establishes networks that facilitate cooperative sharing of expertise and resources.
- Prepares written information such as reports, briefing notes, participant workbooks, etc.
- Designs and disseminates resources such as infographics, FAQ, and information sheets on topics pertaining to Indigenous peoples in Canada.
- Participates in continuous quality improvement, accreditation and risk management programs.
- Identifies areas requiring development of policy and procedure, leading or providing input into their development, and ensuring communication and education for staff.
- Prepares summaries of meetings and committees attended and reports on activities.
- Maintains confidentiality of client and employee information in pursuant to the Personal Health Information Act (PHIA) and Freedom of Information and Protection of Privacy Act (FIPPA).
- Contributes to making the organization safe for patients, residents, clients and staff, and recognizes the importance of reporting unsafe situations and participating in follow up reviews as a learning opportunity.
- Pursuant to the Regional Health Authority Act, Southern Health-Santé Sud is designated bilingual (English/French). Accordingly, all employees accept responsibility to support clients in their official language of choice.
- Performs other duties as assigned.

RESPONSIBILITIES AND ACCOUNTABILITIES ARE ASSIGNED IN BROAD ORGANIZATIONAL OBJECTIVES. THE POSITION IS SUBJECT TO REVIEW OF GENERAL EFFECTIVENESS AND ATTAINMENT OF OBJECTIVES THROUGH PERFORMANCE MEASUREMENTS.

PERFORMANCE MEASUREMENTS

1. Feedback from participant evaluations.

2. Number of employees who participate in training.
 3. Meeting expectations set out in position description.
 4. Adherence to Southern Health-Santé Sud core values, strategic plan, policies/procedures and guidelines.
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QUALIFICATIONS

EDUCATION/CERTIFICATION:

- Graduate of an accredited post-secondary education program related to Education, Adult Education, or Indigenous Studies.
- A combination of education and experience may be considered.

EXPERIENCE REQUIRED:

- Staff development/adult education experience in a Health Care setting is an asset.
- Minimum two (2) years' experience in adult education with demonstrated competency in needs assessment, developing, implementing and evaluating education programs and managing projects.
- Experience in Quality Improvement an asset.

KNOWLEDGE REQUIRED:

- Knowledge of the Indigenous community of Manitoba (First Nations, Métis and Inuit), including the diversity of Indigenous customs, values, beliefs, traditions and practices.
- Knowledge of transformational learning pedagogy, decolonization, and anti-Indigenous racism, as well as trauma informed systems and pedagogies.
- Knowledge and understanding of the Royal Commission on Aboriginal Peoples, Truth and Reconciliation Commission Calls to Action, the United Nations Declaration on the Rights of Indigenous Peoples, the Calls to Justice of Murdered and Missing Indigenous Women and Girls Report and other key reports that should or could inform the work of Indigenous Health.
- Knowledge of legislation and regulations related to Indigenous persons, including residential schools, the 60's Scoop, Child and Family welfare system, knowledge of Indigenous cultures of Turtle Island, ways of holism and recovery.

SKILLS/COMPETENCIES/CONDITIONS OF EMPLOYMENT:

- Given the cultural diversity of our region, the ability to respect and promote a culturally diverse population is required.
- Proficiency of both official languages is essential for target and designated bilingual positions.
- Ability to relate to and understand the diversity of the Indigenous community, historical and contemporary issues, knowledge of Indigenous customs, values, beliefs, and traditions.
- The incumbent must ensure that offerings to staff are offered in a manner which will enhance cross-cultural understanding and enrich relationships. The incumbent must have excellent understanding of settler-colonialism, anti-oppressive practice, decolonizing methodologies, and Indigenous teaching and learning practices.
- Demonstrated strategic problem solving, organizational and leadership skills.
- Demonstrated ability to establish and maintain positive working relationships.
- Demonstrated team player with exceptional ability to give, receive and incorporate feedback.

- Demonstrated ability to respect confidentiality including paper, electronic formats and other mediums.
- Demonstrated conflict resolution skills.
- Demonstrated effective oral and written communication skills.
- Demonstrated ability to meet the physical and mental demands of the job.
- Demonstrated ability to lead and make decisions autonomously.
- Demonstrated knowledge of principles of adult education and teaching and learning strategies.
- Demonstrated knowledge of innovative computer technology and eLearning solutions; and demonstrated ability to edit audio/video and create interactive learning packages with eLearning Software.
- Demonstrated knowledge and proficiency with Microsoft Office (Word, Excel, PowerPoint, Outlook and Teams).
- Demonstrated ability to instruct in a classroom and/or online environment.
- Demonstrated ability to initiate and support change.
- Demonstrated ability to establish and determine priorities and deadlines, as well as flexibility in adjusting to changing priorities.
- Strong organizational skills and flexibility to meet the demands of the position.
- Able to effectively perform the tasks and responsibilities of the position.
- Good work and attendance record.
- Completes and maintains a satisfactory Criminal Record Check, Vulnerable Sector Search, Adult Abuse Registry Check and Child Abuse Registry Check, as appropriate.
- All Health Care Workers are required to be immunized as a condition of employment in accordance with Southern Health-Santé Sud policy.
- Requires a valid Class 5 driver's license, an all-purpose insured vehicle and liability insurance of at least \$1,000,000.00.

WORK CONDITIONS:

- The incumbent functions autonomously on a day-to-day basis and manages assigned duties accordingly
- No hazardous or significantly unpleasant conditions
- May work occasionally evenings and weekends as necessary
- Will be required to travel to other regional facilities as the position duties may require

SALARY SCALE:

As per Non-Union salary scale

Job descriptions assist organizations in ensuring that the hiring process is fairly administered and that qualified employees are selected. They are also essential to an effective appraisal system and related promotion, transfer, layoff, and termination decisions. Well constructed job descriptions are an integral part of any effective compensation system.

All descriptions have been reviewed to ensure that only essential functions and basic duties have been included. Peripheral tasks, only incidentally related to each position, have been excluded. Requirements, skills and abilities included have been determined to be the minimal standards required to successfully perform the position. In no instance, however, should the duties, responsibilities, and requirements delineated be interpreted as all inclusive. Additional functions and requirements may be assigned by supervisors as deemed appropriate.