



POSITION DESCRIPTION

POSITION TITLE: Regional Lead – Indigenous Health **DEPARTMENT:** Indigenous Health
CLASSIFICATION: Management **APPROVED BY:** Chief Executive Officer
UNION: Non-Union **DATE APPROVED:** October 10, 2024

REPORTING RELATIONSHIPS

POSITION REPORTS TO: Chief Executive Officer

POSITIONS SUPERVISED: Indigenous Cultural Safety and Education Consultant, Administrative Assistant

POSITION PURPOSE

The Regional Lead – Indigenous Health collaborates with leadership and key stakeholders to ensure the organization offers safe, high-quality, accessible services for patients, residents, clients and staff. This position includes responsibilities for the coordination, the recruitment, recognition and retention activities in relation to Indigenous people.

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:

Indigenous Health Program/Service development

- Is responsible for the development, implementation and evaluation of health services in support of an accessible and culturally responsive health care system that ensures high-quality health service programming and delivery for Indigenous clients
- Recognizes the importance of reporting unsafe situations and participating in follow up reviews as a learning opportunity.
- Demonstrates leadership and ongoing relationship building with community organizations and intra-sectoral partners.

- Acts as a resource/liaison to ensure complaints or questions are directed to the most appropriate program/site to address the situation. Participate as required in discussions to help bring client and community concerns to the attention of leadership.
- Directs the development of program policies and procedures
- Establishes annual operational plans for the program. Leads and participates in short and long-term planning related to achieving the objectives of the IHP.
- Continually reviews current methods, processes and program delivery models to identify opportunities for integration and service delivery.
- Organizes or provides culturally appropriate education for staff within the region to increase awareness relating to the Indigenous culture and provision of culturally-safe care.
- Attends meetings, workshops, conferences pertaining to Indigenous Health.
- Demonstrates and promotes the use of data, research, and performance indicators in the planning, delivery and evaluation of the program services

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Indigenous Engagement

- Maintain existing Indigenous partner relationships within the region
- Working to build further connection with Indigenous communities and partners
- Facilitating and gathering inputs for ongoing Indigenous engagement specific to the Region's planning for transformation
- Supporting the CPSP Implementation Lead (and others as needed) as one of the primary contacts for engagement with Indigenous partners/communities and works with the Provincial Indigenous Partnership Team to inform the changes of models of care, shifts in care, opportunities for Indigenous engagement and partnership, and informs the approach, sequencing, timing and operational impacts and considerations across the Region.
- Providing and gathering local region specific knowledge of Indigenous partners/communities
- Supporting the further development of meaningful relationships and engagement with Indigenous partners and organizations
- Consulting with Indigenous partners to identify opportunities for alignment and co-design.

Indigenous Employment and Recruitment

- Develops, delivers, implements and monitors strategies designed to increase the representation of Indigenous people employed by Southern Health-Santé Sud.
- Identifies potential partners including Indigenous leaders and/ or communities, educational institutions, Rural Municipalities, etc. for the purpose of heightening awareness of opportunities for employment of Indigenous people in health care.
- Identifies potential barriers and possible solutions for Indigenous people seeking employment in the health care field.
- Responsible for data collection, analyzing and documenting Indigenous employments trends within Southern Health-Santé Sud.
- Develops Indigenous recruitment strategies and initiatives to meet present and future needs.
- Liaises with education institutions and schools in promoting health care career and participates in job fairs and career symposiums
- Provides potential health care students with information to access university and/or college programs that offer training in health care disciplines.

General

- 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. To be defined

QUALIFICATIONS

EDUCATION/CERTIFICATION:

- Advanced degree (or equivalent experience) in the area of Human Resources or Behavioral Sciences University degree (or equivalent experience) in a Health-related discipline or in the area of Human Resources

KNOWLEDGE REQUIRED:

- Familiarity with Indigenous history, practices and challenges required
- Familiar with adult learning education principles and development and evaluation of education strategies
- Working knowledge of human resources issues including labour relations legislation; employment standards legislation, human rights legislation, and workers compensation legislation.
- Knowledge of computer systems and current and related software applications including social media.
- Ability to speak in Indigenous language(s) considered an asset.

EXPERIENCE REQUIRED:

- Experience in the Human Resources or Health Care Field
- Experience working with First Nation or Indigenous Health

SKILLS/COMPETENCIES/CONDITIONS OF EMPLOYMENT:

- Strong organizational, interpersonal, problem solving, verbal and written communication skills.
- Demonstrated ability to build and maintain positive working relationships and to work in a multidisciplinary team based working environment.
- Ability to work with minimal supervision.
- 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

- Demonstrated ability to respect confidentiality including paper, electronic formats and other mediums
 - Demonstrated ability to meet the physical and mental demands of the job
 - 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
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WORK CONDITIONS:

- 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
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SALARY SCALE:

As per Non-Union/Management Compensation Program

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.