

JOB DESCRIPTION

JOB TITLE	Coordinator, Regional Health
CLASSIFICATION LEVEL	Coordinator 1
MINISTRY/DEPARTMENT	Health
REPORTS TO	Provincial Health and Wellness Manager
DATE CLASSIFIED	

This job description is currently under review

POSITION SUMMARY

The Coordinator, Regional Health acts as a health information conduit between MNBC, Métis Chartered Communities, and the regional health authority (RHA). The Coordinator facilitates connections with Métis citizens, chartered communities, and RHA health professionals to allow the communities to identify educational health promotion and cancer and other chronic disease prevention opportunities that are community led and set priorities that are specific to this region. The Coordinator serves as an educational contact person who is dedicated to becoming familiar with the services they offer and provides knowledge translation to the Métis Chartered Communities through regional workshops.

LOCATION

- Provincial Head Office – Surrey, BC.

DUTIES & RESPONSIBILITIES

- Implements the Letters of Understanding (LOU), develops a work-plan that prioritizes the Taanishi Kiiya recommendations and the commitments made between MNBC, the Regional Health Authority, and the local Métis Chartered Communities (MCC).
- Engages the Regional Health Authorities to create a better understanding of the Métis experience in BC, with a particular focus on Métis people’s cultural safety and wellness and addressing Anti-Indigenous Racism and discrimination.
- Engages with Métis MNBC chartered communities regarding their specific health=promotion needs, and health-related challenges and community readiness (e.g., smoking cessation, alcohol moderation, healthy weight, nutrition etc.).
- Strengthens the relationship between the regional health authorities and MNBC’s Employment and Skills Training staff in the region for Métis recruitment and retention in the healthcare system.
- Networks with Métis Chartered Communities to identify available funding for programs, proposals, and reports with a focus on health promotion and illness prevention activities.
- Enhances relationships between Métis Chartered Communities (MCC) and regional health authority programs and services.
- Draft briefings, articles & bulletins for communication and education purposes.
- Plans and coordinates meetings and events and performs other related duties as required.
- Liaises with staff and engage with internal and external stakeholders.



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- Fosters a practice of cooperative effort and collaborative problem solving around issues related to improving the health and wellness of Métis people.
- Carries out various administrative tasks, as required.
- Reports on activities, meetings, and outcomes through various reporting mechanisms on a regular basis.
- Participates in committees and project teams as required.
- Undertakes related duties as assigned, consistent with the job grade of the position.
- Other duties may be assigned as needed to ensure the efficient operation of MNBC.
- Regular/ occasional attendance at meetings/ events that may require work and travel outside of normal business hours.

Supervision Given

- Include the number of staff or position titles of those direct reports

QUALIFICATIONS

- Diploma in Health Sciences, Education, Social Sciences, Public Health, Social Work or a related field from a recognized, post-secondary institution.
- Minimum of two (2) years of recent related experience in a health care navigation setting.
- A combination of relevant experience, education, and training may be considered.
- Previous experience working with Indigenous Community, with strong knowledge of Métis cults and history, an asset.
- Knowledge and understanding of the current health landscape and resources available in all Health Authorities.
- Skills and experience in conflict resolution and having difficult conversations.
- Understanding of the unique challenges the Métis chartered communities face in the region and a desire to problem solve and provide possible solutions.
- Demonstrated ability to effectively communicate both verbally and in writing.
- Demonstrated ability to lead, problem solve, and utilize team-building skills.
- Proven ability to utilize strong interpersonal skills to deal with others effectively.
- Proven ability to prioritize tasks, meet deadlines, and work with minimal supervision.
- Proven ability to utilize, adapt and embrace new technologies, including MS Word, Excel, and other database/software required by the role.
- Knowledge and/or awareness of the historical and contemporary contributions made by Métis people in B.C.
- Possession of, or the ability to obtain, a Class 5 driver's licence may be required.
- The position may require the completion of a Criminal Record Check and Vulnerable Sector Check.



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MNBC VALUES

- **Manâcihitowin (Respect)** - We respect ourselves, others and all Creation.
- **Kwayes'kwât'sowin (Integrity)** - We hold integrity as a core value. We are honest with ourselves, our colleagues, our communities, and our partners. We are reliable and follow through on our word.
- **Ahtisihcikêwin (Innovation)** - We draw on the spirit of Métis innovation and bring forward our curiosity and creativity to problem solve and develop new solutions for our people.
- **Tâpahtiyim'sowin (Humility)** - We show and practice cultural humility and cultural agility. We are open to new ideas and recognize the wisdom that surrounds us from others who carry different experiences than ours.
- **Kisîwât'sowin (Kindness)** - We show and practice lateral kindness in our organization and to everyone with whom we interact on behalf of the Nation. We practice kaa-wiichihitoyaahk (we take care of each other.)
- **Sipihkisôwin (Resilience)** - We are resilient and do not fear challenges or setbacks but remain courageous and learn from each step of the journey. We channel the courage of our Métis ancestors who faced adversity and remained resilient.
- **Atoskâtowin (Teamwork)** - We work together and actively seek opportunities to share information, collaborate on initiatives, and practice reciprocity for stronger outcomes. We embrace teamwork to achieve greater potential for success.