Diabetes has been identified as a high priority health issue impacting First Nations communities in the Sioux Lookout Zone. The Sioux Lookout First Nations Health Authority (SLFNHA) and Dignitas International (DI), a non-governmental medical and research organization, have formed a partnership to improve community-based diabetes prevention, management and care in the communities which SLFNHA serves. A core element of our initiative is to enhance and expand a customized capacity building program for community health workers (CHWs), based on Canadian clinical guidelines and international best practices.

The CHW Program Manager plays a key role in this initiative by leading and supporting the CHW Program in participating First Nations communities. S/he will collaborate with the joint SLFNHA - DI program team to undertake planning processes with community leaders and health system providers, support the implementation and enhancement of a training curriculum and education tools, act as a mentor and quality improvement coach, and oversee the collection of monitoring and evaluation data.

Qualifications, Knowledge and Skills:

- Education or training in nursing, health education, public health, primary health or similar OR a combination of a university degree and extensive relevant experience
- Diabetes Educator certification considered a strong asset
- Minimum of 5 years experience in coordinating / managing health sector projects or programs, including developing and implementing work plans and budgets
- Experience in coordinating and implementing adult training / education programming, and in providing mentoring, coaching and capacity-building support
- Experience or strong familiarity with the implementation of professional level training materials / tools, preferably in the area of primary care
- Experience with monitoring and evaluation, community-based research and knowledge translation methodologies
- Experience working with First Nations communities in rural, remote and on-reserve settings and advanced knowledge of related community health issues considered strong assets
- Proven track record in developing professional relationships with different health system providers and community health leaders
- Excellent interpersonal and organizational skills including demonstrated ability to work productively in highly collaborative settings while also functioning independently
- Technical understanding of and/or experience with Quality Improvement (QI) methods (e.g. PDSA cycles), including the development and implementation of standardized processes in clinical / organizational settings
- Technical understanding of diabetes and other primary health issues and programming
- Strong oral and written (e.g. report writing) communication skills; ability to speak in a local dialect a strong asset
- Proficiency with MS Word, Excel, PowerPoint
Responsibilities:

a) Program Management
Provide overall coordination of the program sites and collaboratively develop plans with the program team and local health leaders and providers; manage and deliver internal program monitoring & reporting activities:
- Produce and implement detailed workplans and timelines to achieve agreed results
- Develop cost-effective activity budgets and manage activity funding within the budget approved by the program team
- Develop a communications plan to provide regular progress updates to the program team and external collaborators
- Timely and effective monitoring of all critical program events and activities
- Routine narrative reporting on program activities e.g. progress against agreed plans
- Reporting based on program performance framework and related data collection
- Routine financial reporting on activity expenditure
- Provide routine and ad hoc information for donor/grant reporting
- Contribute to broader SLFNHA and DI program planning processes as requested

b) Training, Mentoring & Coaching
Implement the CHW training, capacity building and QI program at participating sites:
- Organize and help deliver all central (off-site) training for CHWs and their supervisors and onsite training / capacity building for CHWs and other health facility / community-based health team members
- Launch, monitor and support continuous QI plans and activities with CHWs and community-based health teams – e.g. refine standard processes, test and verify data collection tools, run Plan-Do-Study-Act (PDSA) cycles
- Conduct capacity building visits to each site to provide mentoring and supportive supervision according to a schedule based on the individual CHWs and community-based health teams
- Provide remote support via phone and email to CHWs and community-based health teams
- Establish a peer-to-peer support network for participating CHWs
- Contribute to further development or enhancement of the existing training program, as required

c) Representation
Act as a liaison and represent the program as requested by the program team:
- Liaise and coordinate with community health leadership and local and regional health authorities/providers
- Organize and facilitate local forums and consultation processes
- Present program results at external meetings, forums and conferences

d) Research and Knowledge Translation (KT)
In collaboration with the program team, support research and KT activities related to the program:
- Contribute to the design and planning of the program’s evaluation/study framework and related community-based research
- Develop a process for working within the research and ethics guidelines provided with the local research ethics board
- Provide logistical support for community-based research activities
- Contribute to the development of methods and tools for sharing and disseminating knowledge generated by the program.

Please send cover letter, resume, three most recent employment references and an up-to-date Criminal Reference Check with a Vulnerable Persons Sector Check to:

Human Resource Department
Sioux Lookout First Nations Health Authority
P.O. Box 1300, 61 Queen Street
Sioux Lookout, ON P8T 1B8
Phone: (807) 737-1802
Fax: (807) 737-2969
Email: Human.Resources@slfnha.com

Closing Date: Open until filled

The Health Authority wishes to thank all applicants in advance. However, only those granted an interview will be contacted.

For additional information regarding the Health Authority, please visit our Web-site at www.slfnha.com

SLFNHA is a proud supporter of Mikinakoos Children’s Fund. To find out more, visit www.mikinakoos.com