



Sioux Lookout
First Nations
Health Authority

COMMUNITY HEALTH WORKER MANAGER

Full Time Position – 2 Year Term (with the opportunity for extension)

Location: Sioux Lookout, Ontario

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 5 years of 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
- 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



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- 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.
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Please send cover letter and resume 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: January 23, 2018 by 4:30pm CST

No resumes received after this time will be accepted.

*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



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