

MATAWA FIRST NATIONS MANAGEMENT



Job Description

Approaches to Community Wellbeing (ACW) Facilitator

PURPOSE OF THE POSITION

Matawa First Nations is a Tribal Council with a membership of nine (9) Ojibway and Cree First Nations communities in the Nishnawbe Aski Nation territory. The Matawa First Nations Management provides technical and professional advisory services and programs to its member First Nations.

The Approaches to Community Wellbeing (ACW) Facilitator is a regional resource position to four (4) First Nation Communities serviced in the SLKT Zone area. The ACW Facilitator provides expertise and support services to each First Nation to establish their community-based Approaches to Community Wellbeing (Public Health) Initiative. The ACW Facilitator provides supports in the development, planning, implementation and monitoring of the community-based Approaches to Community Wellbeing Initiative.

SCOPE

The Community Wellbeing Facilitator will be responsible for supporting Matawa First Nations and its four (4) communities to facilitate the establishment, development and planning of each First Nation Approaches to Community Wellbeing Initiative. He/she will be working closely with the Community Health Directors/Managers and the Health Team. The ACW Facilitator will travel to the communities to assist in developing and determining appropriate management and delivery structures, identify and prioritize programs and develop job descriptions. The ACW Facilitator will liaise with other regional ACW Facilitators, Tribal Councils and will have a close working relationship with the Sioux Lookout First Nations Health Authority. The ACW Facilitator will work under the direction and supervision of Matawa Health Director.

RESPONSIBILITIES

1. To assist and support Community Health Team for the establishment and development of a community-based Approaches to Community Wellbeing Initiative.
 - bring people together to assess the current state of public health services
 - develop a process and a team approach plan to strengthen services
2. To work with the First Nations Health Team to identify and document priority areas within Approaches to Community Wellbeing and focus on those areas to develop the system.
3. To act as a focal point for ensuring effective communication and coordination related to Approaches to Community Wellbeing Project.
 - coordinate ACW staff visiting communities
 - share visiting schedules with other agencies/organization on a regular bases
4. To organize, coordinate and deliver community presentations about the Approaches to Community Wellbeing Initiative.
5. To liaise and network with Tribal Councils, Communities and Approaches to Community Wellbeing Project team as well as, other organizations and agencies.
 - develop and maintain close relationships with organizations within the communities which support the communities regionally, related to community wellbeing
 - maintain portfolio/profile of community information and key contacts related to community wellbeing
 - ensure coordination of all activities/initiatives related to Approaches to Community Wellbeing Project are aligned with other activities/initiatives/projects
6. To provide technical support to Community Health Directors in the development of job descriptions, management and delivery structures, workplans and training plans.
7. To assist and support the development of regional job descriptions, management and delivery structures, workplans and training plans .
8. To assist Matawa Health Director and Finance staff with reporting requirements as per the Agreement/Contract.
 - prepare draft reports
 - draft correspondence and/or reports

9. To provide regular information and updates about the Approaches Community Wellbeing Project to Community members, Chief and Council and all Band Staff and document recommendations and feedback.
 - regular radio information session
 - engagement sessions/group meetings
10. To provide regular written summarized reports, recommendations to Chief and Councils, Matawa Health Director and Approaches to Community Wellbeing Working Group.
 - briefing notes
 - summarize recommendations and feedback
11. To perform other duties that relate to Approaches to Community Wellbeing Project as directed or required.
12. To assist in providing coordination and technical support to other Matawa Health projects/initiative as directed and required.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge

- Extensive knowledge of Matawa First Nations communities
- Understanding of Health Systems (federal, provincial, and First Nations primary and public health systems)
- Understanding of public health
- Strong understanding of First Nation communities' culture, traditions and practices

Skills

- Certificate/Diploma in a health related field
- Minimum Grade 12 and previous experience working in health
- Strong facilitation, planning, presentation and organizational skills
- Ability in facilitating teamwork
- Strong written and oral communication
- Ability to communicate in the First Nations dialect
- Proficient in computer use

Personal Attributes

- Consistency
- Task and results oriented
- Availability and open communication
- Accountability and transparency
- Maintain respectful/cooperative relationships
- Cultural awareness and sensitivity
- Work under minimal supervision
- Work independently, as well as, in a team-orientated and in a collaborative environment
- Strong interpersonal skills
- Strategic Thinking and Planning
- Strategic Networking and Developing Trusting Relationships
- Entrepreneurial creation and innovation
- Must be able to travel extensively

WORKING CONDITIONS

Physical Demands

The ACW Facilitator will travel to the assigned communities in all types of weather conditions that may affect physical health. The ACW Facilitator may have to lift, carry and manage equipment and supplies. The ACW Facilitator may have to work odd or long hours at a time to complete special requests or projects. The ACW Facilitator may have to spend long hours sitting and using office equipment, computers and attending meetings.

Environmental Conditions

The Matawa Building may be a busy facility. The ACW Facilitator may be interrupted frequently to meet the needs and requests of member First Nation leaders and members. The ACW Facilitator may find the environment to be busy, noisy and will need excellent organizational and time and stress management skills to complete the required tasks.

Sensory Demands

Sensory demands can include reading and use of the computer, which may cause eyestrain and occasional headaches. The office may be noisy and busy making it difficult for the ACW Facilitator to concentrate.

Mental Demands

The ACW Facilitator may be requested to assist with other duties or responsibilities and/or projects at one time. The ACW Facilitator must be prepared to deal with emergencies and stressful situations at any time

The ACW Facilitator must be aware of all Tribal Council business in the community and any and all relevant legislation, policies and procedures.

CERTIFICATION

<hr/> Employee Signature	<hr/> Supervisor's Title
<hr/> Printed Name Date	<hr/> Supervisor's Signature Date
I certify that I have read and understand the responsibilities assigned to this position.	I certify that this job description is an accurate description of the responsibilities assigned to the position.
<hr/> Chief Executive Officer's Signature Date	
I approve the delegation of responsibilities outlined herein within the context of the attached organizational structure.	

The above statements are intended to describe the general nature and level of work being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of the position.