



# **MATAWA HEALTH CO-OPERATIVE**

## **Health Program Policy Developer (Hybrid/Remote) Job Description**

*Must be “fully vaccinated” against COVID-19. (In Ontario, a “fully vaccinated individual” is defined as one who has received the required number of doses as outlined by Health Canada and they have received their final dose of the COVID-19 vaccine at least 14 days ago.) Must provide Health Canada’s proof of vaccination (vaccine receipt or enhanced vaccine certificate).*

## **PURPOSE OF THE POSITION**

Matawa First Nations established the Matawa Health Co-operative (MHC). This provincially incorporated Co-operative consists of the nine Matawa member communities – Webequie, Neskantaga, Nibinamik, Eabametoong, Marten Falls, Aroland, Ginoogaming, Long Lake #58 and Constance Lake First Nations.

The MHC Health Program Policy Developer will work closely with the Matawa Health Co-operative Leadership, Mental Health Programs Policy Developer and Human Resources. They will play an integral role as part of the broader inter-disciplinary team in developing various policies and procedures, medical directives, and program outlines based on the Public Health and Clinical needs of the Matawa Health Co-operative.

## **SCOPE**

Under the supervision of the Director of Clinical and Nursing Services or designate, the Health Program Policy Developer will work closely with the MHC management team and Human Resources on program policy development. They will ensure all information developed is within the organization’s assurance standards. The Health Program Policy Developer will assist the MHC with ongoing policy development and medical directives and program outlines. The Health Policy Developer will assist all areas of human wellness including physical, mental, emotional, and spiritual with development of programs.

## **RESPONSIBILITIES**

- Conducts self-directed research and education into existing policies that considers all systems levels: macro (province of Ontario, culture, government, law workforce regulations, health care policy), meso (Matawa First Nations Communities, Matawa First Nations Management, Matawa Health Co-operative, First Nations populations), and micro (MHC leadership and staff).
- Conducts research and analysis on First Nations health and wellness and other related programs and policies;
- Reviews and evaluates existing MHC policies, medical directives, and quality assurance documents to identify gaps, inefficiencies, and areas for improvement.
- Coordinated and attends in-office meetings for the MHC Policy Review Committee as required;
- Attends in-office orientation, trainings, professional development and meetings as required;
- Collaborates and works in partnership with MHC Leadership, Mental Health Programs Policy Developer, and Human Resources;
- To develop evidence-based policy recommendations for Matawa Health Co-operative Leadership;
- Collaborate with First Nations, Inuit, Métis and Urban Indigenous partners and other government partners to improve the health outcomes of Indigenous people in Matawa communities.
- Assisting with implementation and training of the Matawa Health Co-operatives Quality Assurance program.
- Interpreting and applying quality assurance standards within the Matawa Health Co-operative.
- Stay informed about current trends, best practices, latest developments, and research findings related to First Nations Health policies,

- Demonstrated skills in researching and analyzing quantitative and qualitative data, policies, programs, strategies, issues, and trends using research and analytical techniques, including literature reviews, survey techniques, performance measures and financial modeling.
- Presentation skills to synthesize, prepare and present research results and analyses, policy and financial submissions and briefing documents
- To have knowledge of the Indigenous health sector, including Indigenous health issues; To have knowledge of policy and research tools, performance management methodologies and metrics;
- All other duties deemed necessary by their immediate supervisor.

## **KNOWLEDGE, SKILLS AND ABILITIES**

### **Knowledge**

The incumbent must have proficient knowledge in the following areas:

- Knowledge of policy and research tools;
- Familiar with and/or ability to gain knowledge around provincial and territorial laws, legislation regulations, code of ethics, and policies that guide health and wellness service delivery.
- Knowledge of Indigenous Health sector including awareness of the determinants of health and the challenges First Nations People Face, in particular those living in remote isolated communities:
- Knowledge of First Nations culture, history, community-based services, geographic realities, and social conditions within remote isolated First Nations communities;
- Knowledge of Matawa First Nation communities;
- Cultural Competency

### **Skills**

The incumbent must demonstrate the following skills:

- Self-starter who is able to effectively work independently and/or as part of a team;
- Highly adaptable and able to work in a fast-paced environment, while demonstrating appropriate discretion, judgement and problem-solving skills;
- Strong interpersonal and communications skills (written and oral) and an ability to establish and maintain rapport effectively with clients and partners;
- Highly organized, capable to multi-task and manage time effectively;
- Must have working knowledge of legislative and regulatory processes
- Ability to express ideas clearly, concisely, and respectfully.
- Computer literacy required.
- Demonstrated skills in researching and analyzing quantitative and qualitative data, policies, programs, strategies, issues and trends;
- Critical thinking/problem solving
- Advocacy skills.

### **Personal Attributes**

The incumbent must maintain strict confidentiality in performing the duties of a Health Administrator. The incumbent must also demonstrate the following personal attributes:

- Highly organized; capable to multi-task and manage time effectively;
- Self starter who can work efficiently both independently and/or as part of a team?
- Attention to detail and accuracy;
- Must be able to perform work duties with minimal supervision;
- Must be able to work as part of an interdisciplinary team.

### **Qualifications**

- Graduate degree in public policy, social work, health administration, epidemiology, public health policy or public health administration.
- At least 2 years' experience in policy development, policy analysis
- Must be "fully vaccinated" against COVID-19. (In Ontario, a "fully vaccinated individual" is defined as one who has received the required number of doses, or research required; as outlined by Health Canada and they have received their final dose of the COVID-19 vaccine at least 14 days ago.) Must provide Health Canada's proof of vaccination (vaccine receipt or enhanced vaccine certificate).
- Experience in managing projects and managing multiple tasks within established timelines in a team environment is required;
- Must have a satisfactory police criminal background or vulnerable sector check;
- Ability to express ideas clearly, concisely, and respectfully.
- Valid Class G Driver's License and ;
- Previous experience working with First Nations communities is an asset;
- Fluency in Cree, Oji-Cree, or Ojibway is an asset;
- Support system and self-care strategies in place to maintain own well-be

## **WORKING CONDITIONS**

### **Physical Demands:**

- May have to lift, carry and manage equipment and supplies
- May have to work odd or long hours at a time to complete special requests or travel
- May have to spend long hours sitting and using office equipment, computers and attending meetings

### **Environmental Conditions**

- May find the environment too busy and/or noisy
- Required to travel to Matawa First Nation communities in all weather conditions

### **Sensory Demands**

- Will spend an adequate amount of time with use of a computer and may experience eye strain and occasional headaches

### **Mental Demands**

- May have to manage a number of tasks and responsibilities at one time
- Must be prepared to deal with emergencies and stressful situations at any time
- Will need excellent organizational, time and stress management skills to complete required tasks

**CERTIFICATION**

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

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.

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