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IDHC

3250 Schmon Pkwy #1b
Thorold, ON L2V 4Y6
1-888-514-1370

Job Posting

Knowledge Coordinator

The Indigenous Diabetes Health Circle (IDHC) is seeking a self-directed and self-motivated person with demonstrated knowledge and background in program development and training specifically, and Diabetes prevention in Indigenous communities generally, with extensive experience in organization, planning and implementation. This role supports the IDHC Mission to promote holistic wellness models based on Traditional teachings and to build relationships and community capacity in Ontario. The successful candidate will implement the IDHC Mission.

IDHC is the first Indigenous Diabetes organization that has developed accredited Indigenous front line health worker Diabetes wellness training programs. The Knowledge program trains front line workers in Indigenous communities in Diabetes prevention and healthy lifestyles in response to community needs. This role serves as a part of a network of Indigenous Diabetes support services and stakeholders for Ontario.

Experience with curriculum writing and resource development is preferred. Experience with the facilitation of workshops and public speaking is required. The Knowledge Coordinator will have supervisory experience and be able to lead and motivate a team.

Position Summary: The Knowledge Coordinator is responsible for the overall creation, maintenance, update and delivery of training to front line health workers and community members and ensures compliance with internal and external standards of practice, cultural, legislative and regulatory obligations and monitors the overall progress towards capacity building.

The Knowledge Coordinator will create and maintain programming that is comfortable, supportive and based on values of efficiency, efficacy, sharing and respect. The position requires the compilation, storage and dissemination of relevant trainings, resources, data and current information from both a Traditional perspective — as well as mainstream perspective, as required by the communities served.

Supervision: The role is under the supervision of the Program Director, and report directly to the IDHC Executive Director, with quarterly reporting to the Board of Directors.

Responsibilities and Duties:

- Administer and coordinate all the activities of the Bill Messenger Teaching Lodge with emphasis on culturally relevant content and training for front line workers
- Develop curriculum, training plans and coordinate Elders, facilitators, speakers, etc.
- Meet work plan and strategic plan objectives



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- Prepare program up-dates, data reports, annual reports, work plans and budgets as required by IDHC and funders
- Stay abreast of current research and, when required, share this information to trainees as well as IDHC staff
- Explore potential partnerships for the articulation of further certifications
- Research current Diabetes education programs/institutions
- Supervise the Knowledge program staff/team
- Oversee budget and process payables

Qualifications:

- University or College Degree in related field preferred
- Knowledge of First Nations and Indigenous organizations, locally, provincially and nationally
- Knowledge of issues and concerns of Diabetes, specifically in Indigenous population
- Minimum 2 years related work experience with Indigenous communities
- Knowledge and sensitivity to social, cultural, historical and well-being needs of Indigenous communities in Ontario
- Knowledge of Indigenous language, traditions and culture is an asset
- Excellent interpersonal, organizational, coordination and facilitation skills
- Ability to develop relationships and work professionally and collaboratively with stakeholders and Indigenous organizations
- Excellent skills in both written and oral communications
- Experience and expertise with public speaking, presentations skills and workshop facilitation is a definite asset
- General knowledge of “financial accountability” and ability to work within a budget
- Working knowledge of office technology and use of laptop computer
- Self-directed and motivated
- Travel required, must have valid driver’s license, insurance and reliable vehicle.
- Must have or able to obtain a clear CPIC for the Vulnerable Sector.

Competencies:

- | | | |
|------------------------|----------------------------------|-------------------|
| • Leadership | • Decision Making | • Professionalism |
| • Results Orientation | • Resource and Fiscal Management | • Coaching |
| • Strategic Thinking | • Time Management | • Innovative |
| • Change Management | • Accountability | • Cooperation |
| • Project Management | • Attention to Detail | • Collaboration |
| • Managing Performance | | • Adaptability |

Location: Niagara Region Head Office



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About the Indigenous Diabetes Health Circle:

As a non-profit organization in operation for 23 years, IDHC promotes three distinct programs of holistic wellness models of care representing body, mind and spirit to reduce the impacts of type 2 Diabetes on Indigenous peoples in Ontario. Balancing Traditional teachings and mainstream health best practices, IDHC acts on the knowledge that Indigenous people achieve best health outcomes through programs that are self-designed, self-developed and self-led. IDHC mobilizes front line health workers to engage communities, partners, stakeholders and allies to achieve this critical Mission. The organization has evolved engaging grassroots tactics for communication, capacity building and stakeholder engagement.

Salary Range: to be determined and based on experience, competitive benefits package upon completion of three-month probationary period.

Benefits and Pension Offering:

IDHC offers a culture of work-life balance, and includes 11 statutory holidays, in addition to any agreed vacation eligibility.

IDHC offers a generous benefits package that includes

- Basic Life Insurance
- Accidental Death & Dismemberment
- Long-Term Disability
- Extended Health Care (Drugs, Hospitalization, Travel, Paramedical, Eye Care and Dental)

IDHC also offers a generous benefits package with LifeWorks that includes an award-winning Employee Assistance Program, best-in-class user experience and clinical support to help employees through everyday issues and concerns about family, health, life, money and work.

IDHC provides a highly rated OPTrust pension plan.

IDHC is compliant with the Accessibility for Ontarians with Disabilities Act (AODA). If you are selected for an interview and require an accommodation during the recruitment process, please advise us.

IDHC is committed to providing a barrier-free work environment in concert with the Accessibility for Ontarians with Disabilities Act and the Ontario Human Rights Code. As such, IDHC will make accommodations available to applicants with disabilities upon request during the recruitment process.

IDHC is an equal opportunity employer and strives to ensure that its hiring process meets the needs of all persons with disabilities. As such, IDHC will provide reasonable accommodation for any applicant, as requested during the hiring process.

IDHC seeks to fully integrate the principles of Employment Equity and will ensure the full participation and advancement of members of historically disadvantaged groups (i.e., members of visible minorities, persons with disabilities, women, and aboriginal peoples). IDHC will achieve this by ensuring that its hiring process is fair and equitable for all persons.

IDHC strives to ensure that its employment practices are free from direct and indirect discrimination and is committed to upholding the human rights of those participating in the hiring process. In pursuit of this commitment, IDHC will not condone or tolerate any acts of discrimination or harassment under any of the grounds protected under human rights



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legislation. This commitment extends to the hiring process and throughout the course of employment.

Since this position is engaged primarily in serving the interests of Indigenous people, IDHC shall give preference to Aboriginal people who possess the requisite skill sets and experience.

For more information, please feel free to call the IDHC head office at the address/phone/fax/email below.

IDHC invites interested applicants to submit a cover letter and resume with three letters of professional references to:

Indigenous Diabetes Health Circle

ATTN: Roslynn Baird, Executive Director
3250 Schmon Pkwy, Unit 1B, Thorold, ON, L2V 4Y6
Phone: (905) 938-2915 or 1-888-514-1370
Fax: 1-866-352-0485
Web: www.idhc.life
Email: executivedirector@idhc.life

Accepting Applications until: December 20, 2019