



COMMUNITY HEALTH PROMOTER 214-21-2
HEALTH PROMOTIONS, HEALTH SERVICES
Contract

Applications will be received by Six Nations of the Grand River and Grand River Employment & Training (GREAT) up until 4:00 p.m. EST, Wednesday, **December 8, 2021**, for the Community Health Promoter with Department. The Six Nations of the Grand River Application for Employment Form, Job Posting and Job Description are available for printing from the www.greatsn.com website. Online applications accepted through <https://www.vscyberhosting.com/sixnations/>. **NO LATE APPLICATIONS ACCEPTED.**

Applicants from Six Nations and other First Nations will be given preference to deliver programs and services in a First Nations community.

JOB SUMMARY: The Community Health Promoter reports to and receives direct supervision from the Team Manager of Health Promotions, Health Services, and Six Nations of the Grand River.

The Community Health Promoter assists the Senior Health Promoter with the coordination, development, recommendations, and implementation of health promotion programming, education and engagement within the Six Nations community. The Community Health Promoter will promote information and knowledge sharing around the development and implementation of comprehensive health promotion projects that are wholistic, and socially and culturally appropriate.

Ability to take initiative, demonstrate leadership and creativity are essential to the success of this position. The Community Health Promoter is able to successfully engage with the community, and work with relevant stakeholders to develop and implement programming and initiatives that promote health and well-being.

Type	Contract
Closing Date	December 8, 2021
Term:	Until October 1, 2022, with possibility of extension
Hours of Work	35 hours weekly
Wage	TBD

BASIC QUALIFICATIONS:

- Bachelor's Degree in Health related field
- Strong knowledge of and experience with Six Nations community or other indigenous communities and understanding of importance of culture as foundation
- Experience in chronic disease, illness and injury prevention and social determinants of health
- Experience in community engagement and/or community based research

SUBMISSION PROCEDURE: (Choose one method ONLY):

Method #1: Online

1. Please visit: <https://www.vscyberhosting.com/sixnations/> to access our job board and follow the directions to apply.
2. Please ensure all required documents are provided/uploaded with your application package, which include:
 - a. Cover letter including your band name and number (if applicable). Please indicate in your letter how your education and experience qualifies you for this position.
 - b. Recent resume clearly identifying that you meet the Basic Qualifications of this position as stipulated above.
 - c. Copy of your education diploma/degree/certificate and transcript.
3. If you have any questions or need assistance please reach out to Lesleigh Rusnak, Staffing Officer at 519-445-2223 ext 4343 or via email at StaffHR@sixnations.ca.

Method #2: GREAT – Applications must include all of the following:

1. Printed, filled in and authorized Six Nations of the Grand River Application for Employment Form.

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2. Cover letter including your band name and number (if applicable). Please indicate in your letter how your education and experience qualifies you for this position.
3. Recent resume clearly identifying that you meet the Basic Qualifications of this position as stipulated above.
4. Photocopy of your education diploma/degree/certificate and transcript.
5. Place all documents listed above in a sealed envelope and mail to or drop off at:

Community Health Promoter – Contract – 214-21-2
c/o Reception Desk
Grand River Employment & Training (GREAT)
P.O. Box 69, 16 Sunrise Court
Ohsweken, Ontario N0A 1M0

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POSITION DESCRIPTION – HEALTH SERVICES

POSITION TITLE: Community Health Promoter

REPORTING RELATIONSHIP:

Reports to and receives direct supervision from the Team Manager of Health Promotions, Health Services, and Six Nations of the Grand River.

PURPOSE & SCOPE OF THE POSITION:

The Community Health Promoter assists the Senior Health Promoter with the coordination, development, recommendations, and implementation of health promotion programming, education and engagement within the Six Nations community. The Community Health Promoter will promote information and knowledge sharing around the development and implementation of comprehensive health promotion projects that are wholistic, and socially and culturally appropriate.

Ability to take initiative, demonstrate leadership and creativity are essential to the success of this position. The Community Health Promoter is able to successfully engage with the community, and work with relevant stakeholders to develop and implement programming and initiatives that promote health and well-being.

KEY DUTIES & RESPONSIBILITIES:

1. TECHNICAL FUNCTIONS:

- a) Develop, recommend, implement and evaluate programs, initiatives and/or client services as determined by organizational and team work plans
- b) Assist in maintaining integrated health promotion programs by participating in planning and implementation and outreach activities for the various target client groups
- c) Support various program priority areas, including participation in joint programming as required (e.g. Commercial tobacco prevention, traditional health activities)
- d) Deliver education and skill development activities directed to community members
- e) Engage community in developing health promotion programming and activities
- f) Assists the Environmental Health officer (EHO) in monitoring a program of Health Protection to ensure the safety of the residents of Six Nations.
- g) Complies with established safety precautions and standards, infection control procedures and aseptic and isolation techniques

2. COMMUNICATION AND LIAISON FUNCTIONS:

- a) Attends staff meetings

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- b) Communicates regularly with the Team Manager of Health Promotions and the Senior Health Promoter
- c) Employs appropriate communication skills when interacting with clients, families and other staff
- d) Follows procedures for reporting hazardous conditions, equipment and incidents
- e) Ensures privacy is maintained in accordance with relevant regulations
- f) Attends networking meetings as requested and provides a summary report of the meetings to the Team Manager
- g) Attends the Commercial Tobacco Harm Reduction Community of Practice meetings bi-weekly

3. ADMINISTRATIVE FUNCTIONS:

- a) Prepare reports/documentation/requisitions accordingly i.e. incident/community documentation.
- b) Maintain accurate filing system.
- c) Develop budgets for activities.
- d) Evaluate programming for effectiveness against established expectations/outcomes.

4. OTHER FUNCTIONS RELATED DUTIES:

- a) Performs other job related duties as may reasonably be required by the Team Manager and the Health Senior Leadership Team
- b) Provides support to the Six Nations Emergency Measures Plan by ensuring awareness of the Emergency Measures Plan and assistance as instructed by the Director of /health Services.
- c) It is the responsibility of the employee to be aware of and adhere to all policies and procedures, including those that relate to client safety, staff safety and risk management.

WORKING CONDITIONS:

- Working has a high profile, extensive public contact and is subject to deadlines and interruptions
- Work may at times be subject to unscheduled hours
- Work will require being on-site or in-office as necessary or as requested by the Team Manager

WORKING RELATIONSHIPS:

- With the Team Manager-Health Promotions
 - Receives direction, guidance, encouragement; discusses plans and priorities.
- With the Senior Health Promoter
 - Collaboration, receives direction, guidance, encouragement; discusses plans and priorities
- With Community Educators
 - Collaboration on community engagement and education activities
- With Other Staff

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- Promotes courtesy, co-operation and teamwork with all staff
- With External Agencies
 - Represents and promotes Six Nations interests relative to health services; maintains awareness of legislative policy and program changes; seeks to develop close working relationships.
- With the Public
 - Represents and promotes the health services interests of Six Nations; works in a courteous, co-operative positive and proactive manner, provides information and advice.

STATEMENT OF QUALIFICATIONS:

KNOWLEDGE AND SKILLS:

Minimum Requirements:

- Bachelor's Degree in Health related field
- Strong knowledge of and experience with Six Nations community or other indigenous communities and understanding of importance of culture as foundation
- Experience in chronic disease, illness and injury prevention and social determinants of health
- Experience in community engagement and/or community based research

Other Related Skills:

- Must demonstrate strong leadership skills
- Demonstrated experience and knowledge of health promotion
- Strong organizational and time management skills
- Strong interpersonal, verbal and written communication skills
- Understands the importance of **confidentiality**, including an ability to work with tact and discretion
- High level of computer skills – Microsoft Office – MS Word and Excel
- Strong critical thinking and analytic skills, including an ability to read and synthesize academic literature
- First Aid and CPR certified preferred

IMPACT OF ERROR:

Errors in judgement and in the conduct of duties could lead to loss of credibility, poor public relation, confusion, duplication of effort and misinformation being given to the Director of Health Services, Human Services Committee, Six Nations of the Grand River, Government Agencies and the public.

CONTROL:

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Guiding principles set by Health Services Department and Six Nations of the Grand River. Works within the administrative policies and procedures established by the Six Nations of the Grand River for the Health Services Department and other legislation provided by the respective governments.

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