



KNOWLEDGE TRANSLATION COORDINATOR 080R2-22-2
OGWANOHGWATRAE, 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, **July 6, 2022**, for the Knowledge Translation Coordinator with Ogowanohgwatrae,, Health Services 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.vscyperhosting.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 Knowledge Translation Coordinator reports to and works under the direction and supervision of the Mental Wellness Portfolio Lead and in cooperation with Ogowanohgwatrae:’ Tseh Niyogwai:ho`de` (Our Hodi:noshoni Beliefs) Cultural Advisors and Traditional Medicine Practitioners.

The Knowledge Translation Coordinator role is to support Ogowanohgwatrae:’ Tseh Niyogwai:ho`de` Cultural Advisors in their work with Six Nations Health Services, Six Nations community and Traditional Medicine Practitioners. The Translation Coordinator will support the development of resources that create awareness, motivation and provide tools for clients, families, health care professionals and the community that foster traditional Hodi:noshoni healthy lifestyle.

Type	Contract
Closing Date	July 6, 2022
Hours of Work	35 hours weekly
Wage	TBD

BASIC QUALIFICATIONS:

- University Degree or College Diploma
- Strong multi-media background
- Must possess an ability to communicate with diverse cultural and educational backgrounds
- Three (3) years’ experience in program coordination
- Demonstrated knowledge and understanding of Hodi:noshoni way of life
- Hodi:noshoni ancestry with understanding, practice and sharing of Hodi:noshoni history, culture, traditions, principles and values
- Knowledge of Hodi:noshoni concepts of health and wellness
- Resource development experience
- Demonstrated strong interpersonal, verbal and written communication skills
- Must possess a valid Ontario G Driver’s License, own vehicle and be willing to travel
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SUBMISSION PROCEDURE: (Choose one method ONLY):

Method #1: Online

1. Please visit: <https://www.vscyperhosting.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.

Six Nations Elected Council is an equal opportunity employer and will seek to accommodate the needs of individuals with disabilities in a manner that most respects their dignity. All candidates are encouraged to apply. Applicants from Six Nations and other First Nations will be given preference to deliver programs and services in a First Nations community. Based on the need to provide qualified professional services, only those applicants meeting the minimum requirements will be invited for an interview.

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:

Knowledge Translation Coordinator – Contract – 080R2-22-2
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: Knowledge Translation Coordinator

REPORTING RELATIONSHIP:

Reports to and works under the direction and supervision of the Mental Wellness Portfolio Lead and in cooperation with Ogwanohgwatrae:’ Tseh Niyogwai:ho`de` (Our Hodi:noshoni Beliefs) Cultural Advisors and Traditional Medicine Practitioners.

PURPOSE & SCOPE OF THE POSITION:

The Knowledge Translation Coordinator role is to support Ogwanohgwatrae:’ Tseh Niyogwai:ho`de` Cultural Advisors in their work with Six Nations Health Services, Six Nations community and Traditional Medicine Practitioners. The Translation Coordinator will support the development of resources that create awareness, motivation and provide tools for clients, families, health care professionals and the community that foster traditional Hodi:noshoni healthy lifestyle.

KEY DUTIES & RESPONSIBILITIES:

1. Technical Functions:

- Develops multi-media resource information and tool kits in conjunction with Cultural Advisors
- Coordinates training initiatives, knowledge sharing guidelines, and educational initiatives.
- Collaborates with cultural advisors and health programs to provide access to Hodi:noshoni content for programming and training;
- Supports cultural safety within the community through education and training initiatives;
- Promotes Hodi:noshoni health and wellness strategies and practices throughout health services and the community.

2. Communications Functions:

- Develops media presentations appropriate for content
- Coordinates informational community presentations in collaboration with Cultural Advisors, Traditional Medicine Practitioners and Health staff
- Open communication across all health programs regarding initiatives being worked on
- Works collaboratively with Health Communications Officer, Kno:ha:’ah and Haknoseh staff and Gedeo Community Crisis Team on community initiatives
- Contributing member of the Cultural Safety Committee

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3. **Administrative Functions:**

- Provides quarterly reports, statistics and quality indicators as necessary
- Attends meetings with health providers and stakeholders as requested
- Facilitates and organizes appropriate planning meetings as necessary

4. **Other Functions:**

- Any other related duties as may reasonably be required by the Director of Health Services
- Provides support for the Six Nations Emergency Measures Plan by ensuring awareness of the Emergency Measures Plan and assistance as instructed by the Director of Health Services.
- 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:

- Must be willing to work flexible hours;
- Must be willing to adapt to a continually growing and evolving work environment
- Must be willing to travel and provide presentations as requested.

WORKING RELATIONSHIPS:

With the Mental Wellness Portfolio Lead

Receives direction, guidance, and discusses plans, priorities; receives instruction, supervision.

With the Cultural Advisor, Traditional Medicine Practitioners, Traditional Medicine Helpers and the Traditional Medicine Advisory Council

Works cooperatively with to guide develop, support and achieve the Ogowanohgwatrae:' Tseh Niyogwai:ho'de' community wide, family and patient health care goals.

With Other Staff

Maintains courtesy, cooperation, respect and teamwork with all staff.

With the Community

Represents and promotes Ogowanohgwatrae:' Tseh Niyogwai:ho'de' interests; works in a courteous, respectful, cooperative, positive and proactive manner.

With External Agencies

Represents and promotes Six Nations' interests relative to Six Nations Health Services; seeks to develop close working relationships with all agencies pertinent to the health and wellbeing of all clients.

KNOWLEDGE AND SKILLS:

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Minimum Requirements:

- University Degree or College Diploma
- Strong multi-media background
- Must possess an ability to communicate with diverse cultural and educational backgrounds
- Three (3) years' experience in program coordination
- Demonstrated knowledge and understanding of Hodi:noshoni way of life
- Hodi:noshoni ancestry with understanding, practice and sharing of Hodi:noshoni history, culture, traditions, principles and values
- Knowledge of Hodi:noshoni concepts of health and wellness
- Resource development experience
- Demonstrated strong interpersonal, verbal and written communication skills
- Must possess a valid Ontario G Driver's License, own vehicle and be willing to travel

Other Related Skills:

- Thorough understanding of equity, diversity and inclusion
- Familiar with Six Nations community and services available in the area
- Strong public speaking skills

IMPACT OF ERROR:

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

CONTROL:

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