Interlake-Eastern
Regional Health Authority

POSITION DESCRIPTION

POSITION TITLE: INDIGENOUS HEALTH SKAABE

DEPARTMENT: INDIGENOUS HEALTH

CLASSIFICATION: INDIGENOUS HEALTH SKAABE

UNION: MGEU – FACILITY SUPPORT

REPORTING RELATIONSHIPS

POSITION REPORTS TO: MANAGER, INDIGENOUS HEALTH PROGRAM

POSITIONS SUPERVISED: NOT APPLICABLE

POSITION SUMMARY

To provide Indigenous patients/residents (relatives) of the Interlake-Eastern RHA a comprehensive service rooted in the 7 sacred teachings and guided by the medicine wheel teachings. The Skaabe will have an understanding of Indigenous ways to be well, walking along side patients and families during their health care experience and providing support during times of transition, with a major emphasis given to Indigenous languages and cultural ways of knowing, being, and healing; utilize cultural gifts and abilities to support relatives, team members and others to support ceremonial and cultural practices, facilitate knowledge translation of Indigenous worldviews of health and wellness between client and staff; act as a liaison and advocate between Indigenous relatives, families, communities and the broader multidisciplinary team. This position is based in Selkirk, but travel to various sites in the Interlake-Eastern RHA may be required.

The position of Indigenous Health Skaabe functions in a manner consistent with, and supports the mission, vision and values of the Interlake – Eastern Regional Health Authority.

Interlake-Eastern RHA is committed to responding to the Truth and Reconciliation Commission of Canada's Calls to Action and creating working environments free of racism for both clients and employees. All staff members are encouraged to seek and identify patterns of harm towards Indigenous, black and marginalized clients and employees and to take actions to disrupt any form of racism. Collectively and individually, we are growing cultural competency capacity by implementing the region's anti-racism action plan.

Definitions

- Relatives – A recognition and acknowledgment that we are all related and that our interactions with each other are based on the understanding of this
- Skaabe – Ojibway term for helper

ESSENTIAL FUNCTIONS AND DUTIES

Function and duties include but are not limited to the following:

Interpreting

- Create and maintain relationships between IERHA staff and Indigenous relatives, families and communities within the IERHA service area to foster culturally safe and appropriate care.
- Translate vital information for the client/ resident and/ or family, as well as for health care staff.
- Able to explain medical information and terminology to help the client and health care personnel better understand their condition and to relate this to the client in culturally appropriate terms.
- Maintain confidentiality in accordance with the Personal Health Information Act (PHIA), Freedom of Information and Privacy Protection Act (FIPPA), IERHA policies and any other applicable legislation.

Cultural Assessment/Intervention

- Connect with Indigenous relatives as a result of referrals from the multi-disciplinary team, individual worker's identification of a need or concern, and/ or through a family or community referral guided by the principles of the medicine wheel and Indigenous understanding of health and wellness.
- Relay pertinent information to the nurse in charge.
- Ensure effective pertinent communication within the organization by charting in the client's chart, submitting documentation in an accurate and timely manner, maintain relevant records, statistics.
- Offer comfort and culturally appropriate support to Indigenous relatives, and help create a more culturally safe space to facilitate any adjustments during their health care experience.
- Facilitate smudging ceremonies and access to other traditional methods of healing as may be appropriate
- Connect client with Waabishki Bineshiins Elder/knowledge keeper to facilitate traditional practices or ceremonies.
- Skaabe will take guidance and direction from Waabishki Bineshiins Elder to support delivery of cultural care within the Skaabes skill set and knowledge base.
- Help create a pleasant and less stressful environment for relatives.
- Assist in providing regular and appropriate stimulation and supervision to relatives during their stay in the facility.
- Accompany relatives to various hospital service departments in order to interpret procedures and give support.

- Participate in exchange of client information on a daily basis with multidisciplinary team.
- Participate in discharge planning meetings, as needed.
- Document each visit and specify services performed on the specified chart form, to be included as part of the client's overall record.

Client Advocacy

- Advocate on behalf of the client as a result of a request for problem solving in facility related matters between client and/ or family, and staff.
- Refer any such problems needing intervention to the Manager Health Services and further review appropriate action.
- Support relatives in the submission of healthcare related issues of concern or complaints.
- Hear client, families and/or communities concerns and explore alternative and/or collaborative measures to resolve complaints in a culturally appropriate manner.
- Collaborate with and advocate for referrals to appropriate health care staff and/or program for resolution of issue of concern.
- Make referrals as required to appropriate organization(s) and programs for issues and needs that are beyond the scope of role.
- Advocate for client safety by ensuring safe practices that are evidence based and culturally informed.

Liaison/Discharge Planning

- Connect directly with respective First Nation prior to commencement of discharge planning to allow for safe and appropriate discharge.
- Relate to other agencies in the health and social services system, as directed by the Manager Health Services, with respect to discharge planning, transportation, medical services, etc.
- Foster a positive culturally sensitive experience for the Indigenous/inpatient/resident/renal client through collaborative consultation with family members, the health care team, Indigenous communities, and other service providers.
- Assist Indigenous Relatives/patients with travel arrangements and other personal arrangements as required.
- Participate on committees as required.

Health Education

- Attend appropriate health education/in-service sessions in order to improve his/ her individual knowledge and skills.
- Support relatives understanding of medical diagnosis or treatment through collaboration and advocacy with the healthcare team.
- Maintain accurate information about any interactions with client regarding knowledge translation about health, health conditions, & wellness from Indigenous cultural lens.

Cultural Awareness

- Skaabe will take guidance and direction from Waabishki Bineshiins Elder to support delivery of cultural care.
- Provide a positive image of Indigenous worldviews, Indigenous cultures and Indigenous peoples to other health team members.
- Assist facility personnel in understanding Indigenous cultural safety & awareness around particular situations.

Administrative

- Carry out office duties as required, including maintenance of statistics, purchasing, client documentation, submitting monthly reports etc.

- Pursuant to the Health System Governance and Accountability Act, Interlake-Eastern RHA is designated bilingual (English/ French). Accordingly, all employees accept the responsibility to support clients in their official language of choice.

OTHER

- Performs other duties as assigned.

QUALIFICATIONS

EDUCATION/CERTIFICATION:

- Indigenous traditional teachings and knowledge.
- Any experience in the Healthcare setting would be an asset.
- Completion of Grade 12 or equivalent.
- Counseling or mediation training would be an asset.

REQUIRED KNOWLEDGE & EXPERIENCE:

- Knowledge of Indigenous cultures and worldviews.
- Knowledge of medicine wheel and 7 sacred teachings.
- Knowledge of the impacts of colonization on Indigenous people's health, including barriers to receiving culturally appropriate and safe care along the health care continuum.
- Knowledge of the Truth and Reconciliation Calls to Action, Calls to Justice and The United Nations Declaration on the Rights of Indigenous People.
- Ability to accurately translate and communicate in English/Ojibway/ Cree/Michif an asset.
- Knowledge of Indigenous communities, provincial and federal services/policies i.e.: Health Canada (FNIH), NPTP, NIHB.
- Experience working with the Indigenous communities in a health-related field would be an asset.
- Working knowledge of Windows based programs (Microsoft Word, Excel, Outlook) and Internet.
- Commitment to gaining a good understanding of medical terminology.
- Knowledge of Rural Programs & Services within Acute Care Sites.

SKILLS/COMPETENCIES:

- Ability to offer song, prayers, ceremonies to support Waabishki Bineshiins Elders/Knowledge Keepers.
- Ability to lift up to 23 kg to support ceremonial activities as required.
- Ability to work effectively independently and in a multi-disciplinary team.
- Ability to inter-relate constructively with staff, physicians, relatives, residents and their families and communities.
- Good interpersonal and communication skills.
- Exceptional organizational problem-solving skills.
- Effective written and oral communication skills.

- Valid Manitoba driver's license.
- Mental and physical ability to meet the demands of the position.
- Given the cultural diversity of our region, the ability to communicate in more than one language would be considered an asset.
- Completes and maintains a satisfactory pre-employment security check.
- Satisfactory employment record.

WORK CONDITIONS

- The incumbent functions autonomously on a day-to-day basis and manages assigned duties accordingly.
- Will/ May be required to travel throughout the region as duties may require.
- No hazardous or significantly unpleasant conditions.
- All health care workers are required to be immunized as a condition of employment in accordance with the Interlake-Eastern RHA Policy GA-13-P-110 Required Immunizations for Health Care Workers.

WORKPLACE SAFETY AND HEALTH

The incumbent contributes to making the organization safe for clients and staff and recognizes the importance of reporting unsafe situations and participating in follow up reviews as a learning opportunity.

Provides a safe environment by ensuring the adherence to Manitoba Association of Safety in Healthcare (MASH), Workplace Safety and Health Regulations and Policies and Infection Control Guidelines. Obeys all safety and health rules and follows recommended Safe Work Procedures. Informs supervisor of any unsafe acts, work conditions, incidents, near misses, injuries or illnesses immediately.

- Demonstrates a working knowledge of Workplace Hazardous Materials Information Systems (WHMIS) and adheres to procedures for handling and storing controlled substances as described in the Material Safety Data Sheets (MSDS). Uses personal protective equipment as required.
- Demonstrates understanding of role and responsibilities in fire prevention and disaster preparedness and participates in safety and health training programs including the health facilitys' Fire, Disaster and Evacuation Plan.

PATIENT SAFETY

- Participates in and demonstrates an understanding of patient safety principles and practices into all day to day activities. Follow all safe work practices and procedures and immediately communicates any activity or action which may constitute a risk to patient safety.

Created: September 2024
Date

Revised: July 2026
Date

Approved by:	Regional Manager/ Supervisor	Date
Approved by:	Vic-President/ CEO	Date
Reviewed by:	Vice-President, Human Resources	August 4, 2026 Date

Position descriptions assist organizations in ensuring that the hiring process is fairly administered and that qualified employees are selected. They are also essential to an effective appraisal system and related promotion, transfer, layoff, and termination decisions. Well constructed position descriptions are an integral part of any effective compensation system.

All descriptions have been reviewed to ensure that only essential functions and basic duties have been included. Peripheral tasks, only incidentally related to each position, have been excluded. Requirements, skills and abilities included have been determined to be the minimal standards required to successfully perform the position. In no instance, however, should the duties, responsibilities, and requirements delineated be interpreted as all inclusive. Additional functions and requirements may be assigned by supervisors as deemed appropriate.