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## POSITION DESCRIPTION

**POSITION TITLE:** INDIGENOUS ELDER/KNOWLEDGE KEEPER

**DEPARTMENT:** ACUTE CARE

**CLASSIFICATION:**

**UNION:** OUT OF SCOPE

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## REPORTING RELATIONSHIPS

**POSITION REPORTS TO:** CLINICAL TEAM MANAGER – ACUTE CARE (AS PART OF WITHDRAWAL MANAGEMENT SERVICE TEAM) FOR HR AND ADMIN PURPOSES

**POSITIONS SUPERVISED:** NOT APPLICABLE

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## POSITION SUMMARY

The Indigenous Elder/Knowledge Keeper supports the development and delivery of traditional healing and comfort to patients, family and other staff within the context of an interdisciplinary health care environment.

The Indigenous Elder/Knowledge Keeper provides an Indigenous holistic approach to health and wellness, through support and guidance to patients, families and staff. This position promotes cultural understanding and culturally safe care.

The position Indigenous Elder/Knowledge Keeper functions in a manner consistent with, and supports the mission, vision and values of the Interlake-Eastern Regional Health Authority.

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## ESSENTIAL FUNCTIONS AND DUTIES

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

- Provide traditional healing and support for individuals, families and staff to ensure needs are met.
- Promote cultural understanding and culturally safe services.
- Maintains confidentiality of patients and staff to ensure that individual rights are protected in accordance with FIPPA and PHIA Legislation.

- Participates in team meetings, and other facility and regional activities as required.
- Adheres to established policies and procedures of the Interlake – Eastern Regional Health Authority.
- Participates in quality improvement and risk management activities.
- Participates in in-services and workshops at the site, regional or provincial level as required.
- Pursuant to the Regional Health Authority 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**

- The duties and responsibilities identified are representative of those necessary to carry out the functions of the position, however they do not limit the incumbent from performing other related duties

**QUALIFICATIONS**

**REQUIRED KNOWLEDGE:**

- Must be of Indigenous ancestry.
- Recognition and/or accepted by the community for their wisdom, knowledge of Indigenous traditions, community life and values and is dedicated to sharing their knowledge and life experience.
- Understanding about Indigenous cultural beliefs, values, customs, traditions, healing ways, ceremonies, protocols.
- Knowledge of intergenerational impacts of residential schools.
- Understanding of Indigenous specific racism and cultural safety.
- Knowledge of the Truth and Reconciliation Calls to Action, Calls to Justice and The United Nations Declaration on the Rights of Indigenous People.
- Awareness of Trauma Informed Care.
- Knowledge of Community Services.
- Ability to speak an Indigenous language traditionally spoken in Manitoba is an asset.
- Working knowledge of Windows based programs (Microsoft Word, Excel, outlook) and Internet.

**SKILLS/COMPETENCIES:**

- Respects and promotes a culturally diverse population.
- Ability to work effectively independently and in a multi-disciplinary team.
- Ability to share teachings and ceremonies.
- Ability to support patient and families.
- Must have the ability to communicate effectively both verbally and in writing with professional and non-professional staff, patients and their families
- Valid Manitoba Class "5" driver license and access to a reliable vehicle.
- 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.

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**WORK CONDITIONS**

- The incumbent functions autonomously on a day-to-day basis and manages assigned duties accordingly.
  - Will be required to travel throughout the region as duties may require.
  - By its nature, this position will have heightened emotional, psychological and physical presentations which will lead to a challenging care environment.
  - 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.
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**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 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 facility's 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. Follows all safe work practices and procedures and immediately communicates any activity or action which may constitute a risk to patient safety.
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Created: March 2023  
Date

Revised: \_\_\_\_\_  
Date

Approved by: \_\_\_\_\_  
Regional Manager/ Supervisor Date

Approved by: \_\_\_\_\_  
Regional Lead/ CEO Date

Reviewed by: \_\_\_\_\_  
Regional Lead, Human Resources Date

*Job 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 job 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.*