



POSITION DESCRIPTION

POSITION TITLE: REGIONAL MANAGER, INDIGENOUS HEALTH SERVICES

DEPARTMENT: HUMAN RESOURCES

CLASSIFICATION:

UNION: NON UNION

REPORTING RELATIONSHIPS

POSITION REPORTS TO: VICE PRESIDENT, HUMAN RESOURCES

POSITIONS SUPERVISED: INDIGENOUS INTERPRETER, INDIGENOUS HEALTH ENGAGEMENT & COMMUNICATIONS COORDINATOR

POSITION SUMMARY

The Regional Manager, Indigenous Health Services will provide the program and communication link between Interlake – Eastern Indigenous groups and First Nation communities. Key responsibilities will be to provide coordination and consultation around the development, implementation and monitoring of Indigenous-specific health strategies, including the development of new programs. This position of Regional Manager, Indigenous Health Services functions in a manner consistent with, and supports the Mission, Vision & Values of the Interlake – Eastern Regional Health Authority.

ESSENTIAL FUNCTIONS AND DUTIES

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

- Advocates on behalf of the Interlake – Eastern Regional Health Authority (IERHA) as a whole.

- Provides leadership to the planning of the health regions Indigenous Health Strategy and health planning process in alignment with the IERHAs' mission, vision, values and strategic directions.
- Provides leadership to the development of the IERHA's cultural competency strategy including staff education and development, ensuring input into the strategy from First Nation communities and Indigenous serving organizations.
- Collaborates with the population/ public health leadership to ensure a focus on improving the health and wellbeing of Indigenous people is included in the population/ public health strategies and health plan.
- Provides leadership to ensuring that an Indigenous lens is applied to the development, review and revision of the IERHAs' program, service and policy development when and where appropriate.
- Provides leadership to the processes and structures that enable relationship building with Indigenous organizations and First Nations communities such as Indigenous gatherings, educational events, conferences, workshops and Indigenous health improvement activities to foster partnerships and collaboration.
- Coaches IERHA staff in building relationships with Indigenous leaders and service providers incorporating Indigenous knowledge into practice as appropriate.
- Represents the IERHA on provincial and national committees and planning processes with the health ministry, other RHAs, Indigenous organizations and communities addressing Indigenous health issues as appropriate and advocating for the region as a whole.
- Provides leadership in advocacy, working with peers and staff to identify issues and challenges in the availability, accessibility and appropriateness of health services and programs within the region currently provided to Indigenous people, and develops plans and strategies for improvement.
- Ensures that accessibility, availability, and appropriateness of care for Indigenous people is considered in all Regional planning, implementation, and evaluation of health services and programs.
- Manages Regional Indigenous Liaison and Indigenous Interpretive Services, working collaboratively with Program Managers to ensure that services are delivered effectively, efficiently and appropriately.
- Analyzes and determines the impact of all relevant legislation affecting the Indigenous population and its effects.
- Ability to recognize and pursue relevant self-development opportunities and attends as required.
- Demonstrates leadership qualities.
- Assists with training new staff 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

- Performs other duties assigned

QUALIFICATIONS

EDUCATION/CERTIFICATION:

- Baccalaureate Degree in relevant health/ social services or comparable education and experience in health/ social services and/ or Indigenous health.
- Educational preparation in Health Care Management.

REQUIRED KNOWLEDGE:

- Knowledge and understanding of Indigenous language, and/ or customs and traditions is required.
- Solid understanding of computer applications, including Microsoft Office.
- Understanding of employee relations in a unionized environment.

EXPERIENCE REQUIRED:

- Minimum of 5 years' experience working in the health care field.
- Demonstrated management experience, preferably in health care setting, including but not limited to leadership, budgeting matters, communication skills, positive and pro-active attitude, planning and organization.

SKILLS/COMPETENCIES:

- Excellent communication skills, both written and verbal.
- Demonstrated ability to analyze complex situations and produce innovative solutions.
- Ability to adapt, be flexible, manage and facilitate change.
- Good physical and mental health.
- Ability to foster and maintain positive working relationships with community members, staff and local leadership in communities.
- Self motivated.
- Valid drivers license.
- Given the cultural diversity of our region, the ability to communicate in more than one language would be considered an asset.
- Proficiency of both official languages is essential for target and designated bilingual positions.
- Completes and maintains a satisfactory pre-employment check.
- Satisfactory employment record.

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.
 - 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.
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WORKPLACE SAFETY AND HEALTH

- Provides a safe environment by ensuring adherences to Workplace Safety and Health Regulations and Policies, Infection Control Guidelines, WHMIS and Safe Work Procedures. Immediately investigates and recommends corrective action on any unsafe acts, work conditions, incidents, near misses, injuries or illnesses.
- 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

- Ensures patient safety and patient safety activities are emphasized throughout orientation, training and ongoing performance evaluation and mentoring. Supports an environment which avoids, prevents and corrects all activities or actions which may result in an adverse outcome in the delivery of health care services. Patient safety is a standing item for all individual and departmental meetings.

The Regional Manager, Indigenous Health Services possess and demonstrates the following LEADS Framework competencies that drive organizational success:

Lead Self:

- *Time Management:* Manager own work activities and delegates tasks to achieve maximum efficiency.
- *Mastery of Change:* Accepting of new initiatives and leads the implementation process amongst team members.

Engage Others:

- *Leadership:* Facilitates, guides and mentors individuals and groups towards a vision, while maintaining group cohesiveness, motivation, commitment and effectiveness.
- *Communications:* Communicates effectively both verbally and in writing such that messages are understood; understands the essence and subtleties of the communication and intended audience.

Achieve Results:

- *Resource Management:* Manages human, capital, financial and information resources so that organizational objectives are achieved.
- *Results Management:* Plans and establishes courses of action for self and others that are results oriented.
- *Quality Improvement:* Continuously identifies and implements improvements in work systems to ensure that the highest possible level of quality service is achieved.

Develop Coalitions:

- *Public/ Community Focus:* Responsive to the needs of health care, public, and community stakeholders and customers. Seeks partnership opportunities and actively promotes positive relations.
- *Team Focus:* Strives to understand perspectives of team members, synthesizes with own opinion, presents convincing point of view, and resolves conflicts.

Systems Transformation:

- *Conceptual Skills:* Identifies and analyzes situations and problems such that viable solutions are found. Approaches tasks and problems such that total systems and strategies are taken into account.
 - *Systems Thinking:* Aware of the interdependence of organizational systems and stakeholders and considers the whole in the formulation of solutions.
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Created: _____
Date

Revised: _____
June 2018
Date

Approved by: _____
Regional Manager/ Supervisor _____
Date

Approved by: _____
Vice President/ CEO _____
Date

Reviewed by: _____
Vice President, Human Resources _____
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 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.