



First Nations Health Authority  
Health through wellness

We are a diverse and rapidly evolving First Nations health organization of professional, innovative and dedicated team members and leaders.

We uphold Community-Driven, Nation-Based approaches to transforming the health system and enhancing wellness for BC First Nations peoples and communities.

## EMPLOYMENT OPPORTUNITY

The First Nations Health Authority is committed to respecting diversity within our workforce. We specifically seek to increase the number of First Nations and Aboriginal employees in our organization.

### COMMUNITY ENGAGEMENT COORDINATOR PERMANENT FULL-TIME POSITION- CARRIER LAKES

In this diverse and challenging role you will provide communications, collaboration and planning support to BC First Nations communities. Working independently, but in conjunction with a regional team, you will develop and support local community engagement activities to ensure functions and resources are effectively integrated, organized and leveraged to meet strategic and operational needs within the local area or sub-region.

You bring to the team a demonstrated knowledge of community engagement and development, a high degree of initiative and the ability to develop and maintain respectful, effective and collaborative relationships. This position reports to the Regional Director - Policy, Planning and Strategic Services.

Some responsibilities include:

- Develop and support a local and/or sub-regional community engagement strategy involving all communities in the area
- Assist communities in identifying and prioritizing current and emerging health care needs to inform local and regional planning activities

#### Qualifications & Competencies:

- A University degree with specialization in Health Sciences, Education or Social Services or a related field, or an acceptable combination of education, training and professional experience

#### Knowledge

- Knowledge of community engagement and development, provincial and federal health systems, and Aboriginal/First Nations health system needs

#### Abilities

- Ability to develop and document work plans, including ongoing adaptation and reporting
- Ability to build and maintain respectful and effective relationships with diverse groups, organizations, and individuals to work collaboratively and cooperatively, including good conflict management skills and abilities

For more position details and information about us, please visit:  
<http://www.fnha.ca/about/work-with-us>

#### COME JOIN OUR JOURNEY

We are driven by common values of respect, discipline, relationships, culture, excellence and fairness.

We cultivate and value working collaboratively to achieve our shared vision of a healthy, self-determining and vibrant BC First Nation Children, Families and Communities.

If you are looking for more than a job, come walk our journey.

#### APPLICATION DEADLINE

Friday 31<sup>ST</sup> October, 2014 @ 4pm

Email or fax your Cover Letter & Resume as 2 separate documents named in the following format:

**Last Name, 1st Name – Cover Ltr**

**Last Name, 1st Name – Resume**

Email: [careers@fnha.ca](mailto:careers@fnha.ca) , or,

Confidential Fax: (604) 913-6135

In the subject line of your email or fax, include the following:

- 1) **COMMUNITY ENGAGEMENT COORDINATOR - CARRIER LAKES PN 653**
- 2) **“Self -Identified”**, if you are voluntarily identifying yourself as First Nations or Aboriginal
- 3) In your **Cover Letter** please indicate where and how you became aware of this job

**Only applicants shortlisted will be contacted. Applicants must be eligible to work in Canada.**



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**TITLE:** Community Engagement Coordinator, Regional Offices, Policy Planning & Strategic Services

### **ORGANIZATION SUMMARY**

The First Nations Health Authority (FNHA) and its employees are committed to a proactive holistic approach to health and wellness and are committed to the delivery of services which are sustainable and honour the customs and traditions of First Nations communities.

### **POSITION SUMMARY**

As a Community Engagement Coordinator you will provide communications, collaboration and planning support to BC First Nations communities. You will develop and support local community engagement activities as part of a regional team. In addition you will ensure that engagement functions and resources are effectively integrated, organized and leveraged to meet strategic and operational needs within the local area or sub-region.

### **REPORTING RELATIONSHIPS**

This position reports to the Regional Director – Policy Planning & Strategic Services

### **ACCOUNTABILITIES**

- Develop and support a local and/or sub-regional community engagement strategy involving all communities in the area
- Assist communities in identifying and prioritizing current and emerging health care needs to inform local and regional planning activities
- Maintain a minimum of quarterly contact with the health and political leadership of all communities in the network to discuss progress on performance objectives and resolve problems as they arise
- Organize local community engagement activities that are integrated with identified health priorities and align with the regional engagement strategy
- Participate in health engagement activities of the Regional Health Authority specific to the area or sub-region
- Provide logistical and technical support to the Regional and Sub-Regional Caucus process including registration of communities for Regional Caucus meetings and supporting the meetings as required
- Identify communication opportunities and develop material in collaboration with the Regional Team and the Communications & Public Relations team
- Facilitate the exchange of information and ideas between all communities engaged in the local area or sub-region for the collective benefit of the communities
- Assist in the rollout of communications materials to local communities working in collaboration with leadership and the Regional Team
- Support health leads in workshops, information fairs and other events where information about the FNHA can be shared with community members/citizens
- The work of PP&SS is collaborative and requires that teams work in a cross-functional organizational matrix approach, in both daily work and on project/initiative-based efforts, with the intent to maximize support to Regional Offices and access to expertise as well as the efficient use of resources and knowledge and information exchange. Working in a cross-functional matrix-approach also enhances the employee experience by facilitating the development knowledge, skills and competencies in a diverse and wide variety of areas.

## **QUALIFICATIONS**

### **Education**

- A University degree with specialization in Health Sciences, Education or Social Services or a related field, or an acceptable combination of education, training and professional experience

### **Experience**

- Relevant, recent and significant experience in the provision of coordination support to First Nation communities (usually acquired over a 3-5 year period)
- Experience working with BC First Nations/Aboriginal people at a community and/or political level including in the area of community engagement and community/organizational development
- Experience supporting traditional ceremonies and cultural practices.

### **Knowledge**

- Knowledge of community engagement and development, provincial and federal health systems, and Aboriginal/First Nations health system needs
- Knowledge of health related issues in general and those affecting First Nation communities in particular
- Knowledge of the BC First Nation political and governance landscape and the current community, Nation and Regional contexts

### **Abilities**

- Ability to develop and document work plans, including ongoing adaptation and reporting
- Ability to build and maintain respectful and effective relationships with diverse groups, organizations, and individuals to work collaboratively and cooperatively, including good conflict management skills and abilities
- Ability to multi-task, set priorities effectively, time manage and problem solve, including early identification of issues/problems that may arise, with an awareness of when to elevate issues as appropriate
- Ability to coordinate, design and facilitate meetings and other gatherings on a wide variety of topics and with diverse groups and/or individuals, including the development of pre-reading and meeting documentation
- Ability to communicate effectively both orally and in writing, including making presentations to a variety of audiences, ensuring material is adapted as required for the audience
- Ability to efficiently and effectively utilize Microsoft Office Suite including Word, Outlook, Powerpoint and Excel

### **Suitabilities**

- Tact, discretion and reliability
- High degree of initiative

### **Condition of Employment**

- A valid Class 5 BC Driver's License

### **Working Conditions**

- The work requires unplanned overtime and attendance at meetings after hours
- The work requires travel throughout the sub-region, Region and minimal travel in BC