



Indigenous Primary
Health Care Council

Indigenous Health Policy and Stakeholder Relations Lead

Status: Full-time contract position until March 31, 2019 (with possibility of extension subject to funding)

Location: London, ON (Toronto may be considered)

Posting Date: *April 4, 2018 (*extended and open until filled)

The Organization: The Indigenous Primary Health Care Council (IPHCC) is a new Indigenous- governed culture-based and Indigenous-informed organization. Its key mandate is to support the advancement and evolution of Indigenous primary health care services provision and planning throughout Ontario. Membership currently includes Aboriginal Health Access Centres (AHAC), Aboriginal governed, Community Health Centres (ACHC), other Indigenous governed providers and partnering Indigenous health researchers and scholars. The organization promotes high quality care provision through the model of *Wholistic Health and Wellbeing*, population needs based approach to health care planning, Indigenous informed evaluation approaches and scaling leading practices for excellence in Indigenous health. The Council is status neutral which means it supports Indigenous organizations providing services to Indigenous people who live on and off reserve, status, non-status, Inuit, and Metis within Ontario. The Council also provides capacity support to the ten new and developing Indigenous Interprofessional Care Teams. We support our members to provide culturally appropriate, culturally safe, Indigenous informed, high quality health and community wellness programs and services.

Position Summary: The Indigenous Health Policy and Stakeholder Relations Lead is a new and exciting senior position working as part of a small provincial team and highly collaborative inter-sectoral stakeholder network, within Ontario's health transformation and systems change. This position is responsible to advance the IPHCC public policy objectives and lead stakeholder relations. It includes a high level of liaison, communication and relationship development with provincial government ministries, First Nations, Inuit and Metis provincial organizations, members of the province's legislative assembly, the Association of Ontario Health Centres (AOHC) and academic and other key stakeholders. The position supports improved inter-sectoral collaboration and innovation. Additionally, this role is involved in ongoing coordination with IPHCC members participating in priority public policy initiatives and working with the team to ensure achievements are aligned with IPHCC's strategic objectives, mission, vision and values.

Reporting to the Chief Executive Officer (CEO), the Lead, Indigenous Health Policy and Stakeholder Relations will:

Key Responsibilities

Strategy Planning

- Proactively identifies potential advocacy priorities to be included in IPHCC yearly strategic plans and regularly engages with members to gather feedback and insights on advocacy efforts
- Develops annual work plans related to Policy and Stakeholder Relations initiatives

- Contributes to the quarterly board reports evaluating progress with respect to strategic directions related to Policy and Stakeholder Relations
- Provides input in development of an IPHCC strategic communications plan

Policy Development for Priority and Emerging Issues

- Gathers, synthesizes and analyzes information from a wide range of sources to recommend and develop policies and positions for IPHCC
- Prepares persuasive briefing papers and reports that capture the attention of target audiences and move them to take action towards desired goal
- Ensures policies and positions are aligned with IPHCCs commitment to the *Model of Wholistic Health and Wellbeing*, Indigenous cultural safety, decolonization, anti-oppression, health equity and reconciliation, as well as members' core Values and principles
- Promotes recognition of culture based and Indigenous informed initiatives within health and wellness programs and services
- Develops alternative methodologies to improve policy frameworks as they affect member centres, Indigenous primary health care provision and community health and wellness programs and services
- Prepares reports for submission to funding bodies as per requirements to ensure IPHCC is compliant with funding agreements relevant to area of specialization
- Assesses effectiveness of existing policies and conducts studies and reviews as necessary to identify improvements required
- Supports the development of proposals
- Provides support to workgroups on key projects or initiatives as required
- Participates on committees, government tables and working groups as required
- Reviews and responds to requests for input on issues/legislation as identified

Stakeholder Relations:

Government Relations

- Accountable for identifying opportunities at the provincial and federal level to advance IPHCC strategic priorities, as well as policy and legislative developments of relevance to member centres
- Accountable for building and maintaining effective relations with government officials and members of the provincial parliament and communicates with them effectively
- Accountable for effectively representing IPHCC at national, provincial, local meetings, conferences, provincial government committees and public policy tables
- Consults with managers, providing information and analysis to IPHCC staff and membership on new developments related to public policy and legislative developments of interest and relevance to member centres
- Offers guidance on the development of IPHCC strategic communications plan related to the development of stakeholder relations strategy
- Identifies and proactively develops strategic relations with key stakeholders
- Oversees lists and contact database for prospective allies and supporters from a wide range of arenas

Relationship Management Support

- Maintains and develops relationship with member centres leadership and management personnel, government partners, agency policy advisors and other stakeholders to discuss implications of proposed policies and approaches on key issues

- Liaises with data, research and information partners and stakeholders to support improved population based needs health planning, evidence based decision making and measurable health outcomes for the Indigenous communities, member centres serve
- Participates in capacity support to member centres by identifying funding opportunities, promoting stakeholder relations at local and regional levels, and collaborating and writing project funding proposals

Executive Directors Meeting

- In collaboration with Association of Ontario Health Centre (AOHC) staff, responsible for supporting the IPHCC efforts with AOHC, gathers input and incorporates feedback into the development of public statements and documents and ensuring follow-ups on action items
- Provides support to the IHPCC Board and AHAC/ACHC Executive Directors meetings

Advocacy and Communications Related to Priority Initiatives

- Accountable for implementation of rollout plans that include an effective mix of government relations, stakeholder relations, media relations, website and social media, and other social media channels. This includes responsibility for advising on IPHCC key messaging to primary audiences
- Consults closely with membership and gathers input and feedback from the membership, e.g., builds and maintains effective relations with working committees
- Engages with members so they are actively involved and engaged in IPHCC advocacy initiatives; builds and generates story ideas and prepares compelling content for the website and other communications channels that will advance IPHCC advocacy agenda
- Provides guidance to members on the development of resolutions related to public policy
- Reports to the members on the action the IPHCC has taken with respect to AGM resolutions related to public policy and key stakeholder relations initiatives
- Supports media relations as required
- Provides information and briefings to journalists and actively participates in social media outreach efforts

Other

- Acts as chairperson, technician, facilitator, spokesperson in meetings convened to discuss relevant policy directions or responses
- Maintains and upgrades professional skills
- Promotes a healthy, safe work environment
- Performs other duties, related to the positions as assigned by the CEO or designate

Qualifications

- Undergraduate degree or equivalent combination of education and job experience in Indigenous related public policy, public health, labour economics, government or health services research or law.
- Minimum 3 years of experience in Indigenous health services environment, preferably within a not-for-profit setting and within a public policy and government relations field or related.
- Experience in developing system change/development proposals, policies, and positions.
- Experience in developing healthcare related proposals, policies and positions.
- Experience in advocating positions to government or related experience.
- Proficient computer skills for word processing, reports and presentations preparations. MS Office suite and project tracking software preferred.

- Training and experience in Adult learning an asset
- Extensive Facilitation skills
- Excellent interpersonal and communication skills including the ability to influence and persuade others
- Demonstrated ability to teach and mentor all levels of health care providers
- Strong analysis and problem solving skills
- Excellent organizational skills
- Developed analytical and critical thinking skills
- Ability to engage within divergent perspectives
- Ability to engage with diversity of learning styles and education levels
- Knowledge of primary health care, clinical and social service practices is desirable
- Experience working with and extensive knowledge of FNIM peoples language, culture, customs and traditions
- Demonstrated ability to work in a collaborative team approach
- Demonstrated ability in building and maintaining relationships
- Systems thinking skills
- Demonstrated adherence to established standards of personal conduct
- Demonstrating respectful, courteous, caring attitudes in all interactions
- Computer literacy – MSWord, Excel
- Valid Driver’s License and insurability

This job requires extensive provincial travel and additional responsibilities and duties as assigned by the Indigenous Primary Health Care Council.

Salary is competitive and subject to experience and funding. Comprehensive benefit and HOOPP pension package are included.

The Indigenous Primary Health Care Council values diversity and is an equal opportunity employer; however hiring preference will be given to qualified Indigenous applicants.

IPHCC is committed to providing employment accommodation in accordance with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act. If you require accommodation to apply or if selected to participate in an assessment process, please advise Human Resources.

If you are interested in applying for this position, please forward your cover letter, resume, and 3 references and contact information (minimum of 2 in a supervisory/ management capacity) to:

Email: amevans@soahac.on.ca

Attention: **Anna-Marie Evans, Human Resources Manager**
 c/o: **Indigenous Primary Health Care Council**
425 – 427 William Street
London, Ontario.
N6B 3E1

Closing Date: **Open until filled**