



Moose Cree First Nation

Contract Opportunity: Health Renewal Coordinator

Function

The Health Renewal Coordinator (HRC) will have the overall responsibility for coordinating and implementing the Health Reconciliation Commitments Process between Moose Cree First Nation (MCFN) and Health Canada. The HRC will provide coordination, administration and technical support as required with various health care professionals engaged in the MCFN Health Renewal initiative. The HRC will be guided in her/his work by the principles set out within the Health Reconciliation Commitments Process between MCFN and Health Canada.

Reporting

The HRC will report to the Chief of MCFN and/or Council on the progress of the Health Reconciliation Commitments Process. The HRC, together with the Chief, will inform and apprise the MCFN Health Committee regularly on the progress of the MCFN Health Renewal. The HRC will collaborate with all MCFN health technical advisors along with the MCFN Negotiator.

Working Relationships

The complex nature and scope of the MCFN Health Renewal undertaking will require that the HRC establish effective working relationships with various internal and external professionals, including, but not limited to, the following:

- a) Chief;
- b) MCFN Council;
- c) MCFN Director of Health Services;
- d) Lead Negotiator – Health Reconciliation Commitments Process;
- e) Health Planning consultants and other advisors;
- f) Health Canada officials; and
- g) Community participants in the Health Renewal Process.

Roles and Responsibilities

The HRC will undertake the following roles and responsibilities:

- Conduct in-depth community engagement sessions (both with individuals and groups) with the overall objective of establishing a written MCFN Comprehensive Community Health Plan;
- Assess, analyze and summarize existing MCFN Health Studies and statistics;
- Establish work priorities (including research methodology) together with Lead Negotiator, Director of Health Services, and advisors arising from negotiations and ensure that all assignments and deadlines are met;
- Provide oversight and implement Health Renewal work plan with advisors as agreed between MCFN and Health Canada under Bilateral Agreement;
- Monitor and coordinate Health Reconciliation Commitments Process, including associated budget;
- Consult, from time to time, with MCFN membership on key and emerging health care issues arising from the Health Renewal Process;
- Assist and coordinate the preparation of updates and briefings to Chief and Council from Health Advisors;
- Attend all Health Reconciliation Commitments negotiations, including providing logistical, recording and reporting supports;
- Attend regional and other gatherings on Health Transformation initiatives;
- Provide administrative support for negotiations, health planning and communications exercises, including logistical, recording and reporting supports;
- Provide administrative support to the Chief and Lead Negotiator with the planning of details for all meetings, including the following duties:
 - Scheduling,
 - Agenda,
 - Travel arrangements,
 - Ensuring availability of resource people; and
- Coordinate and plan for onsite office arrangements and services.

**Submit your expression of interest to Gary Kapashesit, Executive Director,
by Friday, October 12, 2018 at 5:00 p.m.**

Gary Kapashesit, Executive Director
Moose Cree First Nation
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