



ONKWATA 'KARITÁHTSHERA

Kahnawà:ke's One Health & Social Services Agency

P.O. Box 1440

Kahnawà:ke, Quebec JOL 1B0

Tel:(450) 632-6880

Fax:(450) 632-5116

EMPLOYMENT OPPORTUNITY

Community Health Plan Liaison I, Onkwata'karitáhtshera

Onkwata'karitáhtshera is seeking an experienced individual to provide overall support to the subcommittees of Onkwata'karitáhtshera.

Under the supervision of the Manager of the Onkwata'karitáhtshera Secretariat, the Community Health Plan Liaison will support the subcommittees of Onkwata'karitáhtshera in coordinating and advancing action on the Community Health Plan (CHP).

Requires networking with funding agencies, works with community-based programs to develop proposals and budgets and provides updates about CHP initiatives to working groups.

Required Education & Experience

- University Bachelor's Degree with a background in a Health or Social Science related field with one (1) to three (3) years related work experience. OR
- College (DEC) with a background in a Health or Social Science related field with three (3) to five (5) years related work experience. OR
- Experience in Public Health or willingness to undertake training/courses upon hire.
- Demonstrated understanding of community, regional and national trends and financing in health and social services.
- Knowledge of other resources within and outside of the community in relation to health and social services.
- Ability to work with minimum supervision.
- Excellent planning, organizational and time management skills.
- Ability to speak and write in French is an asset.
- A valid driver's license and access to a vehicle is a requirement.

Status: Indefinite term contract, with a six (6) month probationary period.

Salary: Starting at \$29.74/hour.

Schedule: 35 hours/week; must be willing to work flexible hours as necessary.

If you believe you possess all the requirements listed in the full job description for this position, and you wish to pursue a rewarding career with excellent benefits at KSCS, please forward your complete application to:

KSCS Human Resources at humanresources@kscskahnawake.ca. You must include a resume, letter of intent, along with your completed application form and required documents as specified within the application form. Full job descriptions are available at www.kscs.ca. Call 450-632-6880 for more info.

Deadline to apply is: Friday, August 23rd, 2024, at 4:00p.m.

| GENERAL INFORMATION | |
|--|--|
| Code | FLS15 |
| Job Title: | Community Health Plan Liaison |
| Department: | Community-Based Programs |
| Date of Job Description Revision: | January 24, 2020 |
| Job Reports To: | Manager of Onkwata'karitáhtshera Secretariat |

| JOB DESCRIPTION SUMMARY: |
|--|
| <p>Under the supervision of the Manager of Onkwata'karitáhtshera Secretariat, the Community Health Plan Liaison will support the subcommittees of Onkwata'karitáhtshera in coordinating and advancing action on the Community Health Plan (CHP). Requires networking with funding agencies, works with community-based health programs to develop proposals and budgets and provides updates about CHP initiatives to working groups.</p> <p>The Community Health Plan Liaison will develop health and social service capacity within the community by supporting Onkwata'karitáhtshera subcommittees and community-based health programs by reviewing literature, networking with expert advisors/consultants, reviewing best practices for community interventions and providing knowledge translation of this information to pertinent parties. Available to assist in evaluation of community-based health programs along with other team members. Acquire and distribute information on health program developments and support the subcommittees in drafting and revising documents, logic models, presentations and other plans as required. May be required to represent Onkwata'karitáhtshera at key meetings or events interior and exterior to the community, or to act as an observer on behalf of Onkwata'karitáhtshera. In conjunction with the Onkwata'karitáhtshera Secretariat, the Community Health Plan Liaison will coordinate and facilitate the work of the Community Health Plan Priority subcommittees.</p> <p>Decisions are straight forward in nature, with clearly defined procedures and are regularly reviewed.</p> |

| CORE RESPONSIBILITIES and DUTIES | |
|--|---|
| Core Responsibilities | Duties |
| Coordinates and monitors Onkwata'karitáhtshera's Community Health Plan Subcommittees and coordinates program delivery, supports activities and follows up | <ul style="list-style-type: none"> ➤ Coordinates and attends meetings/workshops/activities/events on matters pertaining to Community Health Plan, Health priority subcommittees and community-based projects. ➤ Coordinates and facilitates subcommittee work-plans & logic models; evaluates whether logic models are being put into action and supports subcommittee in revising models and plans when required. ➤ Acts as a contact and information referral agent for subcommittee and working groups' matters, projects, proposal submissions, meetings and workshops/activities. ➤ Monitors and maintains active and organized files on all subcommittee activities, documentation, logic models, presentations and reports. ➤ Reviews and revises committee minutes. ➤ Assists subcommittees in drafting reports on activities and on CHP when required. ➤ Participates with subcommittees on project activities, recruitment process and supports the design, implementation and evaluation of projects, including developing tools as needed for evaluation of projects. ➤ Reports back to Supervisor. |
| Supports the development and funding of new health and social services programs and projects | <ul style="list-style-type: none"> ➤ Identifies external funding opportunities related to the community health plan, disseminates this information to appropriate parties and supports community-based programs, committees and agencies in order to draft proposals to secure this funding and to design programs and interventions. ➤ Networks with internal and external partners on existing and newly developed community-based projects, workshops and health and social services activities at the community, regional and national level in relation to the Kahnawà:ke Community Health Plan. |
| Provides support for health and social service programs for design, implementation & evaluation | <ul style="list-style-type: none"> ➤ Works as part of a team to support community-based programs and agencies in designing, implementing and evaluating services, programs and events. ➤ Develops and disseminates information on community health plan development from community, regional and national funding sources. ➤ Collaborate with public health specialists and other partners to identify data that can be analyzed and disseminated to improve programs. ➤ Actively participates in advancing a communication plan for information on community health plan development from community. |
| Administrative duties | <ul style="list-style-type: none"> ➤ Performs advanced administrative duties including issues of highly sensitive & confidential nature related to health data. ➤ Assist in the preparation and submission of required plans, updates and or reports of activities related to the Community Health Plan. ➤ Generates reports as needed. ➤ Conducts specialized research projects and responds to inquiries. |

| | |
|--|---|
| Provides support to Kahnawà:ke's Community Health Plan communications | <ul style="list-style-type: none"> ➤ Prepares written briefs to Supervisor on working group activities, trip reports, executive summaries, projects proposals, media articles and general correspondence. ➤ Acts as technical support by monitoring current community, regional and national health and social services issues. |
| Performs any other job-related duties as may be required by the immediate Supervisor. | |

| COMMUNICATIONS | |
|-----------------------|---|
| Team Work: | <ul style="list-style-type: none"> ➤ Continuously requires collaboration and cooperation with team members to get work or projects complete. ➤ Requires the ability to work in a team setting and / or independently. |
| Advising: | <ul style="list-style-type: none"> ➤ Frequently provides information that must be understood and explained. |

| ENVIRONMENTAL FACTORS | |
|------------------------------|--|
| Types of Schedule: | <ul style="list-style-type: none"> ➤ Regular work week, occasional flex. |
| Stress Factor: | <ul style="list-style-type: none"> ➤ Moderate stress (some periods of high stress). |
| Deadlines: | <ul style="list-style-type: none"> ➤ Some tight deadlines (unplanned). |

| ACCOUNTABILITY | |
|---|--|
| <ul style="list-style-type: none"> ➤ To provide services in a manner consistent with the terms and conditions of the employment agreement, the personnel policies, standard operating procedures and directives. ➤ To write reports with accuracy of the content and good grammar. ➤ To take full and comprehensive records of meetings. ➤ To maintain user friendly filing system. ➤ To act with contacts in a tactful manner. ➤ To deal with correspondences in a timely fashion. ➤ To provide accurate technical support. ➤ To maintain confidentiality practices. | |

| QUALIFICATIONS | |
|---------------------------------|--|
| Education and Experience | <ul style="list-style-type: none"> ➤ University Bachelor's Degree with a background in a Health or Social Science related field with one (1) to three (3) years related work experience. OR ➤ College (DEC) with a background in a Health or Social Science related field with three (3) to five (5) years related work experience. ➤ Experience in Public Health or willingness to undertake training/courses upon hire. |
| Skills and Requirements | <ul style="list-style-type: none"> ➤ Experience in networking with various public health and community development projects related to community-based programs. ➤ Understanding of available funding sources related to health and social services, programs and projects. ➤ Demonstrated understanding of community, regional and national trends and financing in health and social services. ➤ Knowledge of other resources within and outside of the community in relation to health and social services. ➤ Experience in drafting successful project proposals and completing evaluation of projects or services. ➤ High proficiency in use of MS Office (Outlook, Excel, Word, PowerPoint). ➤ Demonstrated ability to work with diverse groups participation in working groups, advisory committees within the community, region and nationally. ➤ Ability to speak and write in French. ➤ Ability to work with minimum supervision. ➤ Excellent planning, organizational and time management skills. ➤ Ability to deal with moderate stress. ➤ Ability to work flexible hours, including evenings and weekends. ➤ A valid driver's license and access to a vehicle. |
| Assets | <ul style="list-style-type: none"> ➤ Knowledge of Kanien'keha language. ➤ Experience with team coordination and management. |

Immediate Supervisor

Incumbent

Date