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IDHC

3250 Schmon Pkwy #1b
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JOB POSTING

Diabetes Wellness Worker Central Region

Position Summary: The **Indigenous Diabetes Health Circle** is currently accepting applications for a full-time position of **Diabetes Wellness Worker** to work in the **Central Region** that includes Toronto, Barrie, Parry Sounds area.

It will be the responsibility of the Diabetes Wellness Worker to implement a IDHC Regional Workplan. Regional Goals will be the cornerstone of the plan. Ongoing networking and communication with other Diabetes Wellness Workers and Program Director will ensure coordination and cohesiveness of services.

Qualifications:

- Minimum relevant College or University degree or equivalent, with two- (2) years' work and/or related experience
- Knowledge of issues and concerns of Diabetes, knowledge of Diabetes Prevention, especially in the Indigenous population
- Knowledge of First Nations and Indigenous organizations, locally, provincially and nationally
- Knowledge of the delivery of mainstream and Indigenous health care services
- Established and proven record as a dependable and competent person, with strong communication and interpersonal skills
- Basic knowledge of computer and cellphone operation, which may include but not limited to: laptop, printer, photocopier, scanner, projector, cell phone, tablet
- a solid grasp with software such as: Microsoft Office, in particular: word processing (Word), spreadsheets (Excel), email (Outlook) and Power Point (aptitude in graphic work and social media might also be considered an asset)
- General knowledge of "financial accountability" and ability to work within a budget
- Co-operative, conscientious, and reliable, with strong skills in planning and work organization
- Ability to work independently with a minimal amount of supervision, but also be willing to work as a team player
- Knowledge of Indigenous language, traditions and culture will be considered an asset
- Experience and expertise with public speaking, presentations skills and workshop facilitation is a definite asset
- Ability to work independently and are highly motivated, self-directed and comfortable working with large populations in urban settings
- Must provide CPIC
- Able to travel (some weekends and evenings), valid insurance and driver's license

Responsibilities and Duties:

- Liaise with Indigenous people within the central IDHC region (including Toronto, Oshawa, Midland, Orillia, Barrie, Parry Sound) and assist communities and organizations within the region in developing and implementing diabetes prevention activities, with respect to and to complement existing services and established priorities
- Assist Indigenous communities within the IDHC region in identifying appropriate resources and services, planning prevention and awareness strategies, and coordinating community and regional programs and events based on community needs to all stages of life (Infant through Elder)
- Develop and implement an IDHC regional work plan, using regional goals as a cornerstone guideline (in accordance with the IDHC vision, mandate and strategy and existing community health plans)
- Provide consistent, current and correct information pertaining to Indigenous diabetes.
- Facilitate sessions on diabetes education, awareness, and prevention and on occasion make public presentations to large and small groups. Topics to include physical activity, healthy eating, stress management, teachings of overall wellness while respecting the culture and practices of the community and individuals being served
- Ability of coordinate presenters, Elders and to successfully plan, deliver and evaluate events
- Fulfill administrative duties as required
- Must travel. Evenings and weekends as required. Must have valid driver's license, insurance and access to reliable personal transportation
- Must be able to lift and transport large display boards and resources
- Maintain IDHC satellite office with resource materials
- Maintain budget, files, forms and administrative duties in an orderly and confidential manner
- Prepare program updates and monthly and quarterly reporting
- Represent IDHC at all functions in a professional manner and with respect to our mandate, mission statement and values
- Report to Executive Director/Program Director
- Perform other duties and responsibilities that may be designated by the Executive Director/Program Director

Standards of Performance:

- Completion of duties as outlined in job description
- Good conduct and standard or professionalism at work in representation of IDHC
- Adhere to Policies and Procedures as set by the IDHC

Supervision: The Diabetes Wellness Worker will be under the supervision of the Diabetes Wellness Coordinator, and report directly to the IDHC Program Director with monthly and quarterly reporting.

Location: Central Region (including Toronto, Oshawa, Midland, Orillia, Barrie, Parry Sound)

Applicants are asked to submit a **resume, cover letter** and **3 letters of reference** to the attention of:

Roslynn Baird

3250 Schmon Parkway Unit 1B Thorold, ON L2V 4Y6

1-888-514-1370

Email: executivedirector@idhc.life

Fax: 1-888-352-0485

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Accepting applications until: October 22, 2018