



3250 Schmon Parkway, Unit 1B
Thorold, Ontario L2V 4Y6
1 (888) 514-1370

EXTERNAL JOB POSTING

Positions in Health Promotion, Screening Initiatives and Training of Frontline Health Workers Part-Time and Full-Time Contracts

OFFICE LOCATION: IDHC has a virtual work environment with a Head Office in Thorold. The successful candidate may work anywhere in Ontario providing they are able to attend in-person meetings and events in community and at head office as required.

START DATE: ASAP

HOURS: 8:30 a.m. – 4:30 p.m. Part-Time and Full-Time Contracts (3, 6, 9-month, and 1-year contracts)

IDHC is committed to providing and promoting a healthy lifestyle with a focus on the prevention and awareness of diabetes issues. IDHC will make every effort to recruit Indigenous candidates for all available positions. In addition to academic qualifications and professional background, IDHC will consider in recruitment activities relevant life experience and personal healing journeys.

Reports to: TBD

Department: TBD

Team: TBD

Key Responsibilities:

Administration

- Fulfill administrative duties as required; maintain contact lists, calendars, timesheets, expense claims, visa statements
- In conjunction with the Manager, maintain budget
- Prepare and submit monthly, quarterly and yearly reports, as requested
- Support and contribute to development and success of virtual communities
- Support in planning of in-person and virtual events as required, such as: travel for frontline workers, speakers and Elders as required (flights, conference space, room bookings, catering, etc.)
- Schedule Zoom sessions for webinar series using relevant web-based software (e.g. Zoom, Zapier, Online Forms) and distribute relevant forms and resources
- Maintains files, forms and documents in an orderly and confidential manner
- Maintain and grow contact lists and requests for training
- Assist in marketing of training and events as needed
- Support Client Relationship Management (CRM) implementation, data collection and reporting initiatives. Providing contact data monthly to Director of Operations
- Support use of Learning Management System

General Responsibilities

- Partnership Development and Client Relationship Management (CRM) support and development
- Identify and participate in relevant training in order to effectively perform position duties
- Attend staff meetings as requested
- Perform other duties and responsibilities designated

Public Relations

- Ensure that the IDHC's public communications are correct, professional and follows the IDHC branding style and AODA guidelines.



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- Adhere to professionalism in representing the organization at all times.
- Recognize and respect the distinct cultures and community needs at all times.

Standards of Performance

- Support and work toward the IDHC's overall mission whilst respecting the IDHC's values.
- Adhere to all policies and procedures.
- Maintains the IDHC's Code of Confidentiality.
- Work collaboratively with others as a team member and addresses conflicts in a positive and open manner.
- Model and reflect a healthy and positive attitude when interacting with community and staff.

Qualifications:

Education

- Bachelor's Degree in a health-related discipline or an acceptable equivalent combination of education and experience.

Experience

- 2 years of experience in the conceptualization, development, delivery, and evaluation of health-related educational programming, ideally focused on diabetes, or an acceptable equivalent combination of education and experience.

Professional Designations and/or Licenses

- Cultural Safety certification required through San'yas Indigenous Cultural Safety Training or another recognized program
- Valid Ontario Driver's License

Knowledge, Skills and Abilities

- Expertise and experience in applying health promotion principles, practices and frameworks to the development of educational programming.
- Advanced experience in community and stakeholder engagement and group facilitation.
- Demonstrated ability to navigate sensitive issues.
- Understanding of the psychosocial impact of diabetes on individuals, families and communities.
- Advanced knowledge of healthy lifestyle approaches to diabetes with an Indigenous perspective.
- Experience in creating learning with a Learning Management System.
- Advance experience in delivering/facilitating workshops and educational sessions.
- Advanced knowledge of Microsoft (Word, Excel, PowerPoint, and Office 365) and programs such as Zoom, Teams, Thinkific as well as Client Relationship Management (CRM) databases.
- Excellent organizational as well as oral and written communication skills.
- Proven leadership, teamwork and problem-solving skills.
- Must be able to work independently and as part of a team composed of multidisciplinary individuals.
- Ability to manage multiple projects, priorities and deadlines.
- Able to work evenings and weekends as required.
- Knowledge of, or background in, Indigenous communities, culture, organizations, Indigenous health, and diabetes is an asset.

Working Conditions:

Work in a safe and suitable office environment exposed to mid to high level computer use; frequent contact by email, phone and in person. Provides support to several team members working under simultaneous deadlines. Varied demand for decisions and/or action to be taken. Must be able to lift and transport large and small resources. Travel to remote communities, overnight stays.



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How to Apply: Please submit your cover letter, resume and references via email to IDHC Human Resource Manager officemanager@idhc.life.

In accordance with Ontario Human Rights Code, Accessibility for Ontarians with Disabilities Act, 2005, IDHC will provide accommodation in all parts of the hiring process. Applicants need to make their needs known in advance to officemanager@idhc.life.

Following the completion of the initial interview screening process, candidates who are selected for an interview shall be contacted by telephone or email to confirm their attendance at an interview. No notice need be given to the candidates who were not selected for an interview.