



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

Posted: May 14, 2024
Closed: June 14, 2024

EXTERNAL JOB POSTING

Diabetes Wellness Trainer

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. Full-Time Permanent

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: Knowledge Program Manager

Department: Knowledge Department

Team: Knowledge

Primary Objective:

The Diabetes Wellness Trainer is responsible for successful facilitation of Frontline Worker (FLW) and community training throughout Indigenous communities and organizations across Ontario (in accordance with the workplan and budget). In addition, the Diabetes Wellness Trainer will implement an IDHC provincial workplan developed to carry out the IDHC Vision, including diabetes prevention programming, dissemination of resource materials and partnership development and management.

Respecting Indigenous ways of knowing and being, the Diabetes Wellness Trainer role has three main goals:

1. facilitate education/workshops for First Nations, Inuit and Métis community members living with diabetes and their respective families;
2. facilitate education/workshops for service providers in conjunction with the clinical team (as appropriate); and,
3. plan and develop new and ongoing positive relationships with community partners and external stakeholders.

The Diabetes Wellness Trainer is primarily focused on capacity building, partnership development, training, curriculum development, presentations and supporting the development of a virtual community. The Diabetes Wellness Trainer provides diabetes wellness training to Indigenous communities across Ontario.

Key Responsibilities:

Facilitation and Training

- Facilitate and/or instruct at in-person and/or virtual group sessions on Indigenous diabetes wellness. This activity includes large groups and conferences.
- Plan and facilitate monthly webinar series, directed by Knowledge Program Manager



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- Contribute to Knowledge curriculum development, as requested.
- Support training facilitation on IDHC's learning platform (Thinkific).
- Liaise with Indigenous communities across Ontario and assist in developing and implementing Indigenous diabetes wellness training.
- Develop and implement an IDHC Knowledge workplan, using KPIs and goals as guidelines (in accordance with the IDHC vision and existing community health plans).
- Attend relevant (strategic) events and conferences to be up to date with current information and any new advances pertaining to diabetes in Indigenous communities.
- Assist in the planning and preparation of events when required, including training agendas and schedules.
- As needed, provide materials to trainers and Traditional Practitioners.
- When required, coordinate with Shipping and Receiving to request shipments of resources (individual items or kits) to support trainings and/or programming.
- Oversee training registrations and maintain contact lists.
- Deliver the trainings, as needed.

Administration

- Fulfill administrative duties as required; maintain contact lists, calendars, timesheets, expense claims, and visa statements.
- In conjunction with the Knowledge Program Manager, maintain budget.
- Prepare and submit monthly, quarterly, and yearly reports, as requested by Knowledge Program Manager.
- Assist the Knowledge team to create new culturally appropriate resources.
- Support and contribute to development and success of virtual communities training, established by Knowledge Program.
- Collaborate with Training Administrator in planning in-person and virtual events as required. For example, providing data regarding Elder, FLW and speaker travel, as required (flights, conference space, room bookings, catering, etc.).
- Schedule Zoom sessions for webinar series using relevant web-based software (e.g. Zoom, Zapier, and Online Forms) and distribute relevant forms and resources.
- Upload training resources to IDHC's learning platform (Thinkific), support management of learner records and reports on IDHC's training platform as needed.
- Provide a communications summary of workshops/webinars from the Knowledge Team to Director of Operations on a monthly basis.
- Maintains files, forms, and documents in an orderly and confidential manner.
- Maintain and grow contact lists and requests for training.
- Assist in marketing of FLW training as needed.
- Support Client Relationship Management (CRM) implementation, data collection and reporting initiatives. Providing contact data monthly to Director of Operations.
- Support certification/accreditation processes and procedures.
- Support use of Learning Management System.
- Assist Knowledge Program Manager as requested.

General Responsibilities

- Partnership support and development.
- Identify and participate in relevant training in order to effectively perform position duties.



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- Attend staff meetings as requested.
- Perform other duties and responsibilities designated by the Knowledge Program Manager.

Public Relations

- Facilitation of workshops, presentations, and webinars, as the "face" of IDHC training.
- Ensure that the IDHC's public communications are correct, professional and follows the IDHC branding style and AODA guidelines.
- 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 while 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 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

- Knowledge of First Nations, Métis and Inuit community needs traditional values, histories, and regional structures.
- Minimum 4 years of experience working with Indigenous communities and/or organizations. Lived experience considered an asset.
- Minimum 4 years of experience in the conceptualization, development, delivery, and evaluation of health-related educational programming, ideally focused on diabetes.

Professional Designations and/or Licenses

- Cultural Safety certification required through Indigenous Primary Health Care Council (IPHCC) or San'yas Indigenous Cultural Safety Training or another recognized program.
- Valid Ontario Driver's License.

Knowledge, Skills, and Abilities

- Advanced knowledge of Indigenous diabetes wellness. Understanding of the psychosocial impact of diabetes on individuals, families, and communities.
- Experience in creating learning with a Learning Management System.
- Expertise and experience in applying health promotion principles, practices, and frameworks to the development of educational programming.
- Advance experience in delivering/facilitating workshops and educational sessions.
- Advanced knowledge of Microsoft (Word, Excel, PowerPoint, Office 365) and programs such as Zoom, Teams, Thinkific as well as Client Relationship Management (CRM) databases.
- Advanced experience in community and stakeholder engagement and group facilitation.



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- Ability to navigate sensitive issues.
- 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.

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. Collaborate with 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.

How to Apply: Please submit your cover letter, resume and references no later than noon on **June 14, 2024** 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.