



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

Posted: August 8, 2024
Closed: September 7, 2024

EXTERNAL JOB POSTING

ICS Projects Coordinator

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 (2-year Contract)

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 relevant life experience and personal healing journeys.

Reports to: Knowledge Program Manager

Department: Knowledge Department

Team: Knowledge

About the IDHC Indigenous Cultural Safety (ICS) Training Project

The purpose of the IDHC Indigenous Cultural Safety training project is to expand existing IDHC training curricula pertaining to culturally safe and trauma-informed approaches to diabetes prevention and care. IDHC's diabetes wellness trainings are grounded in a two-eyed seeing approach, which privileges Indigenous ways of knowing and doing, alongside clinical best practices. Cultural safety and trauma-informed approaches are central to Indigenous diabetes wellness. The IDHC plans to develop and pilot new training modules that specifically address the impacts of trauma on diabetes risk, lived experience, and care for Indigenous people.

Key project activities to develop and implement this training include:

- Needs assessment, including literature review and survey of past trainees to identify priorities (across Ontario)
- Relationship development and collaboration with Indigenous Knowledge Holders, Elders and subject-matter experts
- Development of new course modules (In-person and/or virtual delivery):
 - 4 workshop-style sessions, 90 minutes each
- Piloting and evaluation of new course modules
- Social media campaign to promote the new training offerings

Primary Objective:

The objective of the ICS Project Coordinator role is to develop four Indigenous Cultural Safety Training modules with a focus on trauma-informed care to support IDHC's ICS Training project. The training curriculum will include four modules that, when taken together, will constitute an Indigenous Trauma-Informed Diabetes Care Certificate. The modules would include:

- 1) Understanding Trauma in Indigenous Communities
- 2) The Impacts of Trauma on Diabetes Risk
- 3) The Impacts of Trauma on Diabetes Screening, Diagnosis and Self-Management



4) Indigenous Cultural Approaches to Trauma Healing

The ICS Project Coordinator will be responsible for leading the development of the four modules through collaborative engagement with Indigenous Knowledge Holders, Elders, subject-matter experts and an instructional design consultant. The ICS project coordinator will also provide high-quality facilitation and instruction of in-person cultural safety training sessions, evaluation, and quality improvement activities.

Key Responsibilities:

Administration

- Under the guidance of Elders and Knowledge Holders, direct steering committee meetings and visioning sessions (virtual and in-person).
- Support the development, distribution and analysis of a needs assessment survey and literature review.
- Collaborate with instructional design consultant, instructional design consultant (virtual and in-person).
- Ensure curricula meets ISO standards and delivery protocols.
- Work with Knowledge Manager and Director of Operations on course video production.
- Develop all course materials (presentation slides, hand-outs, etc.) in conjunction with instructional design consultant.
- Develop trainee resource bundles with the support of the Training Administrator.
- Support the development and implementation of the program evaluation.
- Collect and analyze data based on goals of program.
- Ensure all client files are HIPPA-compliant and that client privacy is upheld.
- Establish new and maintain ongoing positive relationships with community partners and stakeholders.
- Make presentations and provide knowledge exchanges, as needed.

General Responsibilities

- Report to Knowledge Manager at weekly team meetings, quarterly program reports, and analysis updates as required to keep Knowledge Manager abreast of issues related to the development of training.
- Consult with target audiences at different levels of the project and lead or participate on relevant committees.
- Maintain up-to-date knowledge of health issues relating to trauma within the Indigenous communities in Ontario and cultural safety.
- Be an effective problem solver: identify and analyze issues and select suitable solutions and quality improvements.
- Oversee project budget, in conjunction with Knowledge Manager.
- Exhibit strong project management skills: project timelines and scheduling, coordination of meetings, support booking of hotels, travel, catering, etc.
- Attend staff and other meetings as requested.
- Perform other duties and responsibilities designated by the Knowledge Manager.

Public Relations

- Ensure that the IDHC's public communications are accurate, professional and in accordance with IDHC branding style and AODA guidelines.
- Be professional representative of IDHC at all times.

Standards of Performance

- Support and work toward IDHC's overall mission while respecting IDHC's values.
- Adhere to IDHC policies and procedure.
- Maintain IDHC's Code of Confidentiality.
- Work collaboratively with others and address conflicts in a positive and open manner.



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- Model a healthy and positive attitude when interacting with staff, stakeholders, and community representatives.

Qualifications:

Education

- A Degree/Diploma from a recognized University or College in Indigenous Health, adult education, health care, or a related social service discipline.
- Graduate degree in a relevant field and/or professional experience in a clinical setting providing trauma-informed care is an asset.

Professional Designations and/or Licenses

- Current registration in good standing with the respective professional college (e.g., OT, SW, RN, etc.) is an asset.
- Cultural Safety certification required through San'yas Indigenous Cultural Safety Training or another recognized program.

Experience

- 3-5 years recent, related experience in adult education, Indigenous health, curriculum development, instruction or equivalent.
- Strong knowledge and understanding of current and historical Indigenous issues, cultures and practices, Indigenous cultural safety, trauma-informed practice, and anti-racism, equity, diversity, inclusion is required.
- Lived experience or a minimum of 3 years working for and Indigenous, Inuit or Métis organization or program.

Knowledge, Skills, and Abilities

- Demonstrated excellence in organizational, interpersonal and communication skills, team building and coaching abilities are essential.
- Knowledge of trauma specific to Indigenous communities including colonization, intergenerational trauma and grief, systemic discrimination, social determinants of health.
- Proven cultural competence and ability to work effectively with diverse populations.
- Strong knowledge of related evidence-based practices, Indigenous healing methods, and strengths-based approaches.
- Demonstrated experience creating, running, and implementing workshops or training for an adult audience.
- Ability to work effectively with individuals with complex needs and multi-system involvement.
- Solid team player with a demonstrated ability to work with flexibility and efficiency in a fast-paced environment.
- Experience in networking and working in consultation with and/or partnership with other groups/agencies.
- Strong writing skills and attention to detail in preparing and/or reviewing reports and financial data.
- Proficient in Microsoft Office—Word, PowerPoint, Excel, Office 365, Teams and Project Planner.

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.

Varied demand for decisions and/or action to be taken.

Salary Range:

\$61,000 - \$68,000



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How to Apply: Please submit your cover letter, resume, and references no later than **September 7, 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.