

1. IDENTIFICATION

Position No. 10 - New	Job Title Community Health Development Coordinator	Supervisor's Position Manager, Public Health Strategy Implementation	
Department Health and Social Services (HSS)	Division/Region Programs & Standards/HQ	Community Resolute Bay	Location Resolute Bay
Fin. Code: 10540-01-1-260-1000000-100			

2. PURPOSE

<p>Main reason why the position exists, within what context and what the overall end result is.</p> <p>Reporting to the Manager Public Health Strategy Implementation, the Community Health Development Coordinator (CHDC) will support the capacity development of Community Health Committees (CHCs) and the activities of the Public Healthy Strategy. This position will assist communities to take an active role in improving the health and wellness status of the North Baffin region. The CHDC will work (in partnership with others) to enable communities to identify and address their health priorities.</p>
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3. SCOPE

<p>Describe the impact the position has on the area in which it works, or if it impacts other departments, the government as a whole, or the public directly or indirectly. How does the position impact those groups/individuals, the organization and/or budgets? What is the magnitude of that impact?</p> <p>The Public Health Strategy Developing Healthy Communities is an overarching departmental strategy which uses a community led approach. Critical to the success of this strategy is enhancing communities' capacity to take an increasing role in identifying community priorities and community based approaches for the promotion of health and wellness. The CHDC is a key resource to this process by facilitating skill enhancement, collaboration, and community development, allowing communities greater awareness of and access to available resources. This linkage between CHC and HSS will allow for the shared support of health initiatives, and a proactive approach to addressing health and wellbeing in the territory.</p>

4. RESPONSIBILITIES

Describe major responsibilities and target accomplishments expected of the position. List the responsibilities that have the greatest impact on the organization first and describe them in a way that answers *why* the duties of the position are being performed. For a supervisory or management position, indicate the subordinate position(s) through which objectives are accomplished.

The CHDC will provide an overall orientation and support to: set health priorities, develop community action plans, take action on the priorities and evaluate results. The CHDC will work with communities and HSS staff and other key stakeholders in the North Baffin communities to assist in the coordination of projects and processes to promote health and wellness, and support community development.

Capacity Building:

Responsible for the establishment and capacity building of the CHC through collaboration with Hamlets, Communities and HSS staff. by:

- Facilitating an understanding between Hamlets, GN and communities regarding the role of the CHC, its purpose, the priorities of the community and the Department's objectives for community-based and population health planning
- Ensuring that CHCs have sufficient information about health and wellness indicators to assist with community priority setting
- Ensuring that CHCs have access to HSS promotional materials, information and resources
- Acting as a contact and ensuring that individuals, community agencies and groups are aware of the available resources to deliver and participate in health promotion activities.
- Assisting CHCs in the promotion of their mission/purpose/projects through such resources as community radio, newspaper interviews, or speaking at local venues
- Providing training to the CHC, municipal and HSS staff to enhance community capacity in relation to the operations of the CHC and the promotion of health initiatives
- Coordinating training opportunities as identified through the CHC or community to support individuals involved in community health and wellness activities.

Community Development:

Assist with the development of realistic options and plans of CHCs and other community groups and individuals, in relation to the mandate of HSS by:

- Supporting CHC in identifying community priorities and the development of strategies to address these issues (e.g. conducting community needs assessments to identifying available resources and if required, potential funding resources)
- Assisting in the documentation of community based priority setting and planning processes (e.g. community health & wellness plans, meeting minutes/reports, etc)
- Facilitating CHCs in identifying and linking with existing health and wellness related organizations and programming in the community
- Assisting the CHC as required in consulting with various agencies, community groups, councils, business sectors, and government officials to plan appropriate ways to implement the plans, principles and activities
- Supporting CHC in planning and implementing health promotion programs
- Assisting CHC as required in accessing project funding through preparation of project

- proposals, or by referring them to the appropriate funding source
- Facilitating the communication of successful models, activities and plans between CHCs and communities
 - Supporting CHC as required in responding to inquires from community groups, individuals, agencies, and businesses on health promotion/disease prevention

Evaluation:

Support CHC in the evaluation of health promotion programs and the results and accomplishments of the CHC by:

- Supporting CHC as required in gathering or interpreting data
- Supporting communities in documenting successes and impacts of community based programming
- Assisting CHC as required in collecting information, and preparing reports and statistical information

Communication:

Support CHC in addressing community health and wellness through effective communications by:

- Linking CHC with program personel in the Department and other GN departments for information, resources, or discussion
- Providing information to the CHC on public health messages supported by the Department
- Assisting CHC as required in the preparation, development, and delivery of public presentations and information/educational sessions

Partnerships:

Ensure that departmental staff, community and regional partners are well informed about the priorities, initiatives and objectives of CHCs and health promotion activities so that opportunities for collaboration and linkages are identified by:

- Liaising with partners at the community (or regional) level to ensure effective communication and collaboration
- While respecting confidentiality and ownership issues highlight and share successful community based models and activities
- Maintaining open and cooperative communications with all partners including but not limited to regional Inuit organizations, GN departments, and Hamlet organizations regarding departmental and community objectives, issues and progress
- Ongoing collaboration with Regional HSS staff including but not limited to Regional Community Wellness Consultants, Community Health Representatives, Regional Nutritionists and Community Public Health Nurses, for coordinated public health support for communities

Financial Administration/Management:

Responsible for the administration and management of public health initiative funding by:

- Supporting communities in developing and submitting proposals
- Reviewing and assessing proposal submissions against funding criteria
- Completing administrative documentation for the approval and administration of public health initiative funds

- Maintaining regular contact with community and program administrators
- Assessing programming for potential opportunities or issues and providing guidance and support

Reporting:

Provide regular reports to regional and senior management, participate in regional and territorial planning sessions as directed and communicate regularly with regional and territorial health promotion staff to ensure that the Departmental and CHC planning priorities remain mutually informed by:

- Generating monthly progress reports
- Summarizing duty travel reports
- Ensuring that expressed CHC concerns and issues are well understood and related to regional and departmental planning and priority setting exercises
- Tracking current community based activities and how they relate to the Public Health Strategy
- Communicating community identified priorities with Regional and Territorial HSS health staff to better align departmental plans, products and activities with community needs
- Maintaining regular communication with the Manager regarding CHC objectives, strategies, and issues

Other related duties as assigned or developed over the course of the project and or at the direction of the Manager or community within the context of priorities

5. KNOWLEDGE, SKILLS AND ABILITIES

Describe the level of knowledge, experience and abilities that are required for satisfactory job performance.

Knowledge identifies the acquired information or concepts that relate to a specific discipline. *Skills* describe acquired measurable behaviours and may cover manual aspects required to do a job. *Abilities* describe natural talents or developed proficiencies required to do the job.

These requirements are in reference to the job, not the incumbent performing the job.

- Undergraduate degree in health and social services related field
- Masters degree in related speciality is an asset
- Requires knowledge base of the core competencies of public health, health promotion, community health and wellness, and community development
- Knowledge and understanding of the social and cultural milieu of Nunavut, including but not limited to health care systems and Inuit culture
- Knowledge of the determinants of health impacting Inuit communities
- Excellent organizational and presentation skills
- Ability to set priorities and multi-task
- Must have excellent interpersonal skills in a mixed culture context
- Equivalent work experience will be considered
- Ability to speak Inuktitut/Inuinnaqtun is an asset

6. WORKING CONDITIONS

List the unavoidable, externally imposed conditions under which the work must be performed and which create hardship for the incumbent. Express frequency, duration and intensity of each occurrence in measurable time (e.g. every day, two or three times a week, 5 hours a day).

Physical Demands

Indicate the nature of physical demands and the frequency and duration of occurrences leading to physical fatigue or physical stress.

- Must be able to work for extended periods of time at a computer
- Use of telehealth equipment to participate in community meetings
- Frequent travel will be required

Environmental Conditions

Indicate the nature of adverse environmental conditions to which the jobholder is exposed, and the frequency and duration of exposures. Include conditions that increase the risk of accident, ill health, or physical discomfort.

- Travel by small aircraft to communities

Sensory Demands

Indicate the nature of demands on the jobholder's senses. These demands can be in the form of making judgements to discern something through touch, smell, sight, and/or hearing. It may include concentrated levels of attention to details through one or more of the incumbents' senses.

- None

Mental Demands

Indicate conditions within the job that may lead to mental or emotional fatigue that would increase the risk of such things as tension or anxiety.

- Stress can result from multiple demands, conflicting priorities, and tight deadlines
- The CHDC may become involved in confrontational and stressful situations

7. CERTIFICATION

_____ Employee Signature	_____ Supervisor Title
_____ Printed Name	_____ Supervisor Signature
_____ Date:	_____ Date
I certify that I have read and understand the responsibilities assigned to this position.	I certify that this job description is an accurate description of the responsibilities assigned to the position.
_____ Deputy Head Signature	
_____ Date I approve the delegation of the responsibilities outlined herein within the context of the attached organizational structure.	

8. ORGANIZATION CHART

Please attach Organizational Chart indicating incumbent’s position, peer positions, subordinate positions (if any) and supervisor position.

“The above statements are intended to describe the general nature and level of work being performed by the incumbent of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of this position”.