

Yellowhead Tribal Council

#301 17304-105 Avenue, Edmonton, AB T5G 1G4
Phone: (587) 524-0180 Fax: (587) 524-0181

EMPLOYMENT OPPORTUNITY

Health Coordinator / LIAISON

The Yellowhead Tribal Council is looking for a highly motivated individual to fill the position of "**Health Coordinator/Liaison**" in our Health Department. The Health Coordinator/Liaison is responsible for providing professional support, advice and liaises with other agencies on behalf of YTC First Nations.

PRIMARY DUTIES AND RESPONSIBILITIES:

- Maintains the coordination of effective working relationship with YTC Health Steering Committee. Participates in the function of Health Steering Committee goals and objectives.
- Analyse, disseminates and provides current health related information to YTC Health Directors, Co-management Chief, YTC Executive of Chiefs and YTC Chief Executive Officer.
- Participates as a representative at all Co-Management Sub-Committee meetings for YTC First Nations and in consultations with Health Directors.
- Facilitate, implement, and monitor Health Co-management initiatives.
- Extensive knowledge in preparing, monitoring, and reviewing annual budgets and expenditures.
- Liaises with government agencies, on behalf of YTC First Nations and in consultation with YTC Health Directors.
- Maintains effective networking and communication amongst the YTC member First Nations Health Departments.
- Develop relationships and work collaboratively with Health Coordinators in other Alberta Tribal Council offices and or Treaty Areas.
- Advise the YTC member First Nations in the area of Health and program research, development, and implementation, upon request.
- Quarterly reporting on Health Steering Committee.
- Coordinate training, research, and data collection projects for YTC First Nations health staff and or community members.
- Follow up and report on decisions and recommendations made by Health Directors, resolutions made by YTC Executive of Chiefs and or Chief Executive Officer on all health-related matters.
- Develop, implement, monitor YTC health strategic plan to meet the mandate, goals, objectives, activities, and initiatives.
- Knowledge of Treaty Right to Health and health legislation an asset.

EMPLOYMENT REQUIREMENTS & QUALIFICATIONS:

- Degree in Health Administration, public administration or extensive Health Administration experience or equivalency.
- Require a strong working knowledge in Health administration practices.
- Knowledge of all levels of government legislation including agencies policies, programs, and services in relation to First Nations Health.
- Excellent communication, interpersonal skills, negotiation, planning and organizational skills.
- Must have excellent computer skills.
- Possess strong writing skills for proposals and work-plans.
- Ability to build effective, objective relations with other Health Directors, Chiefs, FNIHB, and other government agencies.
- Assist and build healthy YTC communities.
- Knowledge of the YTC First Nations & Culture
- Liaison for resources for YTC Communities
- Knowledge of Treaty and the Treaty Right to Health.

Salary: To be determined based on qualifications and experience
Salary range; TBD

MAIL TO: ATT: Joy Sandy, 3rd Floor 17304-105 Avenue Edmonton, AB T5S1G4
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*This employment competition closing date **November 25, 2022 at 4:30PM**, only those candidates who meet criteria will be contacted.