

Indigenous Health Promotion Coordinator

Title: Indigenous Health Promotion Coordinator

Location: Montréal, Québec

Background

The Canadian Association of Midwives (CAM) is the national professional association representing midwives and the profession of midwifery in Canada. The National Aboriginal Council of Midwives' (NACM) mission is to promote excellence in reproductive health care for First Nations, Inuit and Métis communities. Both organizations are governed autonomously but share office space and resources and both are staffed by a passionate team of individuals dedicated to providing support for midwives and the profession of midwifery across Canada and globally.

We encourage applications from all backgrounds and communities and are committed to having a team that is made up of diverse skills, experiences and abilities.

Job Summary

The Indigenous Health Promotion Coordinator (IHPC) is responsible for developing resources for Indigenous midwives and their clients and ensuring that all CAM developed resources reflect the realities of Indigenous communities. The IHPC will work closely with the Project Officer-Vaccination and other Project Officers during primary research process to ensure Indigenous voices are well represented and will continue to work with the Project Officers in the development and review of all resources and materials. The IHPC will liaise closely with the NACM Director and NACM members.

Primary Duties and Responsibilities

Resource Development

- Develop materials for Indigenous midwives and clients.
- Contribute to the development of literature reviews, surveys and focus group research to ensure Indigenous voices are well represented.
- Collaborate on the development of clinical resources, including draft Clinical Practice Guidelines and position statements.
- Liaise with NACM leadership regarding NACM's priorities and messages.
- Coordinate input from NACM Core Leadership and membership on all materials.
- Coordinate the development, distribution, and maintenance of print and electronic publications and resources for Indigenous midwives and clients. Support Indigenous-specific content development of website.

Other Responsibilities

- Coordinate with Communications Officer to ensure that appropriate materials are distributed through best channels.



- Coordinate with Logistics Assistant and Finance Officer to schedule in-person meetings, file appropriate documentation of expenses, and ensure smooth operation of project.
- Support the writing of interim and final reports for projects.
- Provide additional support to supervisor as needed.

Qualifications, Skills and Knowledge Requirements

- University degree in Indigenous studies, health communications, knowledge translation, or other related discipline.
- Minimum 3 years' experience working with Indigenous organizations, or in public health, health communications, or related position.
- Strong knowledge of cultural safety and ability to work closely with diverse Indigenous communities (First Nations, Metis, Inuit).
- Demonstrate strong knowledge of social and political contexts that impact health policy and service delivery and more specifically Indigenous health.
- Excellent written and verbal communication skills.
- Excellent interpersonal skills and commitment to working collaboratively with diverse stakeholder groups, including staff, members, volunteers, donors, and other stakeholders.
- High degree of resourcefulness, flexibility, and adaptability.
- Highly organized, attention to detail and excellent follow-through required.
- Computer literacy, including effective working skills of MS Word, Excel and Outlook required.
- Bilingual English and French a strong asset.

Additional Assets

- Knowledge of midwifery and/or reproductive health in Canada and globally.
- Experience developing clinical practice guidelines, or other clinical resources.
- Experience working for a member-based organization.

Working Conditions & Location

- Work done from CAM's head office in Montréal, Québec.
- Part-time, one-year contract.

Applications

Please follow these instructions:

- Send your CV and a cover letter in one PDF document and ensure that your first and last names and the letters "IndigenousHealthPromotion" are included in the file name. Applications without a cover letter will not be reviewed.
- Send your PDF by email with the subject "Indigenous Health Promotion Coordinator" to admin@canadianmidwives.org
- Deadline for applications is 5pm Eastern Time on March 15th, 2019.

We thank all applicants for their interest however, only applicants selected for an interview will be contacted.