



## INDEPENDENT FIRST NATIONS ALLIANCE

### Job # 166 Health Services Project Coordinator

Location: Sioux Lookout or Thunder Bay

Department: Health Services

Type of Role: Full-Time

Are you passionate about managing the day-to-day program affairs and all activities related to project planning, scheduling, liaising, and monitoring? We're seeking a dedicated individual to join our team as a Health Services Project Coordinator. This role will play a key role in carrying out the administrative requirements that are necessary to develop and deliver new and existing health services provided by IFNA. The role will report to the Health Services Manager.

#### **Responsibilities:**

- Provides program coordination and assistance within all health programs under IFNA.
- Functions as a liaison between the IFNA Health Services team and First Nation communities, health representatives, and other agencies.
- Supports First Nation communities where required to ensure effective project, program, and service delivery; assists with case management, service coordination, performance evaluation, etc.
- Identifies training needs, coordinates, and provides coaching and mentoring to ensure up-to-date practices and research are applied.
- Coordinates regular meetings with Health Services and First Nation communities.
- Assists in developing, implementing, and monitoring program budgets.
- Completes budgets, work plans, and quarterly reports..
- Writes, reviews, and submits proposals; gathers information and ensures accuracy.
- Assists in evaluating health programs and provides timely feedback.
- Handles project administration tasks, including correspondence, information processing, and schedule management.
- Actively participates in IFNA Health Services emergency response operations and the Emergency Operations Centre (EOC).
- Supervises the administrative assistant and reviews billing documents for accuracy.
- Organizes travel for community-based nurses and ensures contracts are current.
- Performs duties such as report preparation, file maintenance, and application submissions.

#### **Position Requirements:**

- Post-Secondary education in a health-related field would be an asset.
- Post-Secondary Diploma in Business Administration, or equivalent experience preferred.
- Experience in Program Coordination and Management is desirable.
- 2-3 years' experience in an administrative role preferred.
- Experience working with remote communities is an asset.
- Highly organized with attention to detail.
- Able to manage deadlines and prioritize work.



- Strong knowledge of office procedures and practices.
- Strong written and verbal communication skills.
- Interpersonal skills: able to build rapport and relationships and contribute to projects as a team member.
- Computer skills; should be proficient in MS Office Software.
- Driver's license G with clear driving abstract and available reliable vehicle
- Clear Criminal Record Check
- Proof of COVID 19 vaccination or valid medical exemption
- Understanding of Indigenous history, traditions, and beliefs with the ability to implement cultural values and practices within the delivery of services.
- Familiarity of Indigenous communities and organizations; experience working for an Indigenous organization would be considered an asset.

*Note: Flexibility is key at IFNA. You may occasionally cover tasks outside your role, ensuring comprehensive support for our organization's mission.*

**Why Join IFNA?** If you're ready to contribute to the efficient operation of health services programs and make a meaningful difference, apply now to join our team. We welcome individuals who are committed to supporting the well-being of our communities.

We offer a full benefits package including health, dental, life insurance, short- and long-term disability, pension and vacation starting at 3 weeks.

**Salary Range:** \$70,000 – \$80,000/ annually

**Schedule:** Regular hours from Monday to Friday with weekends, overtime and on-call availability.

**Submit your resume and cover letter** outlining your relevant experience and why you are the ideal candidate for this position to [recruitment@ifna.ca](mailto:recruitment@ifna.ca) identifying **Job # 166**. We look forward to welcoming you to our team!

**Deadline:** Position will be open until filled.

*Please note that only candidates under consideration will be contacted.*

*We value diversity and encourage individuals from Indigenous backgrounds to self-declare, as preference may be given to candidates with such backgrounds in line with our commitment to inclusivity and community representation.*