



## REQUEST FOR PROPOSAL

### Blackfoot Confederacy Tribal Council Health Legislation Engagement

RFP Contract: 6 months, anticipated start date: November 2021

Location: Blackfoot Confederacy Tribal Office, Calgary, AB

#### Background

In 2019, the Prime Minister of Canada mandated the Minister of Indigenous Services to “co-develop distinctions-based Indigenous health legislation, backed with the investments needed to deliver high-quality health care for all Indigenous Peoples”. The September 2020 Speech from the Throne affirmed the Government of Canada’s commitment to “expediting work to co-develop distinction- based Indigenous health legislation with First Nations, Inuit, and the Métis Nation.” In support of this work, the 2020 Fall Economic Statement announced \$15.6 million over two years, starting in 2021. To co-develop distinctions-based Indigenous health legislation, Indigenous Services Canada will work collaboratively with First Nations, Inuit, and Métis Nation partners. Engaging provinces and territories and their main health authorities will also be a necessary aspect of the co-development process.

#### Position Summary

The Health Legislation coordinator will plan, design and help write the collaborative Siksikaitsiapi Legislation with BFTC Health Team, and directed by the three (3) Blackfoot Confederacy Nations (Kainai, Siksika; Piikani) and their team members. This will be a 6-month term contract position.

#### Relationships

This position will have frequent contact with the BFTC Health Director and their respective teams. The Project coordinator will be directly supervised by the BFTC Health Director, Bonnie Healy. The coordinator will have external working relationships with Blackfoot Confederacy Health Leads; identified stakeholders and academic institutions, and individuals related to the understanding of Treaty/Health Legislation/First Nations Health Policy, including: knowledge users, knowledge holders, community leaders, Elders, participants, researchers, collaborators and principal investigators.

## **Specific Responsibilities:**

The coordinator will undertake the following job responsibilities:

- Engage and build relationships with the three Blackfoot Confederacy Nations and their identified team leads to become familiar with all three priorities; Treaty Right to Health, Canada/Alberta Health Act/First Nations Health Policy to best facilitate coordinated engagement discussions;
  - Support, coordinate and attend meetings with all three Nations to gain familiarity with concerns and recommendations on all three identified priorities;
  - Attend the three teams' regular meetings
- Strengthen collaboration and engagement among Blackfoot Confederacy Health teams, ensuring cross-engagement collaborations are respectful to the Siksikaitapi ways of knowing, languages, knowledge, values, and rights to self-determination among our Blackfoot Nations in Kainai, Siksika, Piikani;
  - Organize and attend meetings for the three Blackfoot Nations as required
  - Chair regular BFCTC and Health Co-Management Health Legislation meetings
  - Attend National meetings virtually
- Work collaboratively with the Blackfoot Confederacy Health Director and their respective teams to prepare the collaborative position paper, including identifying areas of concern and amongst the three priorities of Treaty Right to Health/Canada Health Act/Alberta Health Act/Indian Act-First Nations Health Policy;
- Manage the development and coordinate the writing of the joint position paper. Activities may include, but are not limited to:
  - Setting timelines and internal deadlines and delegating writing tasks
  - Harmonizing written contributions from different team members into a coherent argument
  - Incorporating feedback on successive proposal drafts
  - Developing the bibliography for the proposal
  - Helping develop tables and figures for the proposal
  - Using appropriate and creative methodology to design and manage research proposal development, which may involve the use of quantitative and/or qualitative methods
  - Apply a range of research techniques and prioritize Blackfoot Research methodology, to gather relevant information, including document analysis, surveys, case studies and interviews (face-to-face and telephone) to inform Indigenous Services Canada of Blackfoot position on all three priority areas of concern.
  - Drafting and obtaining letters of support and collaboration
  - Overseeing budget
- Work collaboratively with the BFCTC Health Director and their respective teams to develop a governance structure and management plan for working together and harmonizing aligned aspects of the engagement processes for:
  - Sharing and possible use of data collected from the Ministry of Alberta Health;
  - Combined knowledge engagement and knowledge translation outputs.

## **Ensure Compliance to Policies and Assignments:**

- Become familiar and comply with BFCTC and Nation's Policies and Procedures;
- Maintain confidentiality on all matters relating to the affairs of the BFCTC and their member First Nations

## **Behavioural Competencies:**

Professionalism – Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.

Open Listening – Is letting go of conventional means of listening. It means listening to and valuing the telling of stories, and letting pauses in conversation extend into silence rather than jumping in to dispute, agree, question, or move on. It includes the ability to understand accurately and respond effectively to spoken and unspoken or partly expressed thoughts, feelings and concerns of others. People who demonstrate this competency show a deep and complex understanding of others, including cross-cultural sensitivity.

Work Style – Sets high standards and well-defined, realistic goals; Displays a high level of effort and commitment toward completing assignments in a timely manner; Works with minimal supervision; Is motivated to achieve; Uses time and resources wisely.

Building a Trust-Based Relationship – Requires a fundamental understanding that “relationship” is the foundation from which all activities happen, and that building a good relationship takes time and commitment. It is a willingness to build a personal relationship in addition to a professional one, participating in open exchanges of experiences and culture. It requires a genuine, non-controlling approach and relies upon demonstrated integrity and transparency. Building a trust-based relationship requires a high level of consciousness of the experience of Aboriginal people with Crown relations. It assumes that strengths abound in Aboriginal people, cultures and communities.

Cultural Agility – Is the ability to work respectfully, knowledgeably and effectively with indigenous people. It is noticing and readily adapting to cultural uniqueness in order to create a sense of safety for all. It is openness to unfamiliar experiences, transforming feelings of nervousness or anxiety into curiosity and appreciation. It is examining one’s own culture and worldview and the culture of the BC Public Service, and to notice their commonalities and distinctions with Aboriginal cultures and worldviews. It is recognition of the ways that personal and professional values may conflict or align with those of Aboriginal people. It is the capacity to relate to or allow for differing cultural perspectives and being willing to experience a personal shift in perspective.

Ethics – Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values.

Conflict Management – Is the ability to develop working relationships that facilitate the prevention and/or resolution of conflicts within the organization.

Flexibility – Is the ability and willingness to adapt to and work effectively within a variety of diverse situations, and diverse individuals or groups. Flexibility entails understanding and appreciating different and opposing perspectives on an issue, adapting one’s approach as situations change, and accepting changes within one’s own job or organization.

Work Style – Sets high standards and well-defined, realistic goals; Displays a high level of effort and commitment toward completing assignments in a timely manner; Works with minimal supervision; Is motivated to achieve; Uses time and resources wisely.

Interpersonal Skills – Listens to others without interrupting; Remains open to others' ideas and tries new things; Maintains confidentiality.

Teamwork – Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests; Supports everyone's efforts to succeed.

Analytical – Synthesizes complex or diverse information; Collects and researches data; Uses intuition and experience to complement data; Designs workflows and procedures; Demonstrates attention to detail.

Problem Solving – Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in group problem solving situations.

Motivation – Sets and achieves challenging goals; Demonstrates persistence and overcomes obstacles; Measures self against standard of excellence; Takes calculated risks to accomplish goals.

Planning/Organizing – Prioritizes and plans work activities; Uses time efficiently; Sets goals and objectives. Organizes or schedules other people and their tasks; Develops realistic actions plans.

Technical Skills – Assesses own strengths and weaknesses; Pursues training and development opportunities; Strives to continuously build knowledge and skills; Shares expertise with others.

Oral Communication – Speaks clearly and persuasively in positive and negative situations; Listens and gets clarification; Responds well to questions; Participates in meetings.

Written Communication – Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.

Computer Skills – Knowledge of Contact Management systems; Database software; Spreadsheet software and Word Processing software.

Organizational Support – Follows policies and procedures; Completes administrative tasks correctly and on time; Supports organization's goals and values.

Quality – Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.

Quantity – Meets productivity standards; Completes work in timely manner; Strives to increase productivity; Works quickly.

Dependability – Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Commits to long hours of work when necessary to reach goals; Completes tasks on time or notifies appropriate person with an alternate plan.

Information seeking – Is driven by a desire to know more about things, people or issues. It implies going beyond the questions that are routine or required in the job. It may include "digging" or pressing for exact information; resolution of discrepancies by asking a series of questions; or less-focused environmental "scanning" for potential opportunities or miscellaneous information that may be of future use.

Attendance/Punctuality – Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.

**Qualifications:**

- Doctorate degree in Health Sciences or related field preferred, but Master’s degree with evidence for successful grant writing and project coordination experience (3-5 years) will be considered
- Extensive and proven experience in supporting Health Legislation Engagement coordination (E.g., knowledge of Treaty Right to Health; Canada Health Act; Alberta Health Act; Indian Act-First Nations Health Policy)
- Excellent organizational, analytical reasoning, problem-solving and conflict management skills, strong ability to create and maintain relationships with research team, staff, and stakeholders
- Excellent written and oral communication and interpersonal skills, with the ability to work independently and as a supportive team member
  - Ability to support the transfer and exchange of knowledge among Blackfoot Confederacy teams
- Experience and knowledge of Blackfoot Nations / Blackfoot Research methods and Siksikaitapitapi Ways of Knowing, with a history of working with Blackfoot Nations.
- Knowledge of Blackfoot cultures, history, treaty and inherent rights considered an asset
- Demonstrated ability to manage multiple projects and deadlines, ability to explain findings clearly, both verbally and in written reports

**TO APPLY:**

Send resume/CV and cover letter to Bonnie Healy, BCTC Health Director.

Closing October 19, 21

Email: [bonnieh@blackfootconfederacy.ca](mailto:bonnieh@blackfootconfederacy.ca)

Phone number: 587.287.1100

Successful proposals will be contacted for an interview.