



Employment Opportunity

Blackfoot Confederacy Health Continuing Care Engagement Coordinator

The Blackfoot Confederacy which consists of the four Niitsitapii Nations, Siksika, Kainai, North and South Piikani are seeking to hire a highly skilled **Continuing Care Engagement Coordinator**.

Contract: 6 months, anticipated start date: November 1, 2021
Location: Blackfoot Confederacy Tribal Office, Calgary, AB

The coordinator will primarily support the Health Director and Health Coordinator by initiating Continuing Care engagement with Siksikaitsitapi, Kainai, Siksika, Piikani Health Leads; Continuing Care Team Leads; Home Care Team Leads; Assisted Living Team Leads; Family Care providers; Elders/Knowledge Holders; Alberta Health Services; and key partners identified by the Nations.

Primary Roles and Responsibilities:

Identified Team Leads to work with Nations to review existing centres in Siksika and Kainai and support Piikani in their development and implementation of a Blackfoot Confederacy Continuing Care Sustainability Plan, with measurable outcomes to measure progress and outcomes rooted in Siksikaitsitapi Knowledge Systems:

- Host Virtual meetings/in person meetings once safe to do so
- Review existing community data bases to identify demographics/gaps/sustainability
- Host Family meetings/focus groups to identify needs/access/gaps etc.

Ensure Compliance to BCTC Policies and Assignments:

- Become familiar and comply with BFTC and Nation's Policies and Procedures;
- Maintain confidentiality on all matters relating to the affairs of the BFTC 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 skilfully; 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.

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.





Requirements and Qualifications/Skills:

- Post-secondary education
- Comfortable and experienced in facilitation and presenting to groups
- Proven experience with coordination and/or engagement responsibilities
- Proficient in Microsoft Office Suite
- Excellent written and verbal communication skills
- Excellent organization and research skills
- Strong technical skills and abilities
- Knowledge and understanding of the Blackfoot Language and Culture.
- Professional attitude and appearance
- A proactive approach to problem solving with strong decisions making skills
- Reliable vehicle and valid driver's license
- Willingness to travel for meetings if necessary.

Compensation:

Salary: Will be based on experience and educational background.

Opening & Closing Date:

October 12, 2021- October 19, 2021

Please forward CV/Resume directly to: **Bonnieh@blackfootconfederacy.ca**. Only those selected for an interview and further screening process will be contacted. Internal/External posting.

THANK – YOU

