



## IDENTIFICATION

Department	Position Title	
Northwest Territories Health and Social Services Authority	Regional Health Promotion Coordinator	
Position Number(s)	Community	Division/Region(s)
37-12527	Fort Simpson	Continuing Care Services/Dehcho

## PURPOSE OF THE POSITION

Reporting to the Regional Manager, Continuing Care Services; the Regional Health Promotion Coordinator (RHPC) is a position responsible for the development, implementation and evaluation of the Health Promotion and Disease Prevention Strategies for Northwest Territories Health and Social Services Authority (NTHSSA) to optimize health, and decrease incidence of disease, promote community wellness, and ownership of health concerns and issues.

## SCOPE

The Northwest Territories Health and Social Services Authority (NTHSSA) is the single provider of all health and social services in the Northwest Territories (NWT), with the exception of Hay River and Tłı̨chǫ regions, covering 1.2 million square kilometers and serving approximately 43,000 people, including First Nations, Inuit, Metis, and non-aboriginals. Health and social services includes the full range of primary, secondary and tertiary health services and social services including family services, protection services, care placements, mental health, addictions, and developmental activities, delivered by more than 1,400 health and social services staff.

While the Tłı̨chǫ Community Services Agency (TCSA) will operate under a separate board and Hay River Health and Social Services Agency (HRHSSA) will in the interim, the NTHSSA will set clinical standards, procedures, guidelines and monitoring for the entire Northwest Territories. Service Agreements will be established with these boards to identify performance requirements and adherence to clinical standards, procedures, guidelines and policies as established by the NTHSSA.

Under the direction of the Minister of Health and Social Services, the NTHSSA is established to move toward one integrated delivery system as part of the government's transformation strategy.

Based out of Fort Simpson, the incumbent will report to the Regional Manager, Continuing Care Services. The incumbent will work as part of the Public Health team and will provide supervision and support to three Community Health Representative (CHR) positions. The CHR reports directly to the Regional Health Promotion Coordinator (RHPC) from their primary locations in Fort Providence, Fort Liard, Wrigley, and Fort Simpson in partnership with non-governmental agencies, Department of Health and Social Services, Band Councils, Aboriginal Health and Wellness organizations, schools, businesses, community agencies and clients, the incumbent will work, with an integrated approach, to identify health promotion needs, plan appropriate action and implement the plan. The impact of the Health Promotion program aims to improve the health status of clients through education, awareness, healthy public policy development, and community and resource development.

The population of the NTHSSA – Dehcho Region is approximately 3,300 people. The incumbent will develop, implement and evaluate the health promotion/disease prevention programs/activities for the communities of Fort Simpson, Fort Liard, Fort Providence, Wrigley, Nahanni Butte, Jean Marie River, Trout Lake, Kakisa, and the Hay River Reserve. In communities where there is no CHR, the RHPC will implement health promotion programs and/or coordinate program delivery by delegating assignments to specific CHRs.

On a typical day, the incumbent will field telephone calls and emails from a variety of sources including but not limited to the CHR. The RHPC will review and write proposals for health promotion activities; participate in meetings related to public health and oversee programming related to health promotion. The incumbent will be required to use his/her own judgment regularly outside any set guidelines. The incumbent may be required to travel to any of these communities to fulfill job duties.

## **RESPONSIBILITIES**

### **1. Provide leadership, direction and mentorship to the CHR in the communities and is responsible for the overall management, coordination and evaluation of their activities.**

- Provides leadership and direction to the CHR in the development of departmental and team goals, objectives, policies and procedure in order to provide health services that will incorporate the integrated Service Delivery Model (ISDM) for the Northwest Territories and support NTHSSA vision, mission, values and goals.
- Works with the CHR to identify health promotion needs at the community level.
- Develops health promotion plans to be disseminated to all assigned communities.
- Plans for continued and new services/programs and quality improvement activities related to health promotion and disease prevention within the assigned communities in the region.
- Travels to the communities to provide and participate in the delivery of health promotion materials and workshops.

- Ensures continuity of the health promotion plan being delivered through feedback from the CHR as to the program delivery.
- Monitors CHR staffing, performance and workload within assigned communities of the region.
- Oversees and monitors the work plans of each assigned CHR
- Recruits, develops, motivates and supervises all assigned CHR staff and fosters the creation and maintenance of an environment conducive to high employee morale, group cohesiveness and teamwork.

**2. The RHPC facilitates and manages the development, monitoring and evaluation of community-based health promotion programs and policies that contribute to healthier lifestyles, improved health status of clients and supports community participation in health promotion activities.**

- Consults with the communities in identifying and increasing awareness of health issues and health promotion needs, programs and priorities.
- Researches and provides appropriate resources for community-based programs and initiatives.
- Provides guidance and develops standards and criteria from a community development and health promotion/disease prevention perspective.
- Consults with NTHSSA, communities and organizations to identify, monitor, implement and evaluate a range of health promotion programs.
- Assists communities with identifying funding sources and may, at times, review proposals for regional health promotion initiatives.
- Initiates and or participates in interagency meetings to plan, implement and evaluate special health related projects.
- Reviews, interprets and disseminates reports and data from current health promotion research and regional trends in health and illness.
- Develops health promotion education materials to meet specific community requirements.
- Establishes a budget in coordination with the Regional Manager, Continuing Care Services and monitors the budget of those programs within the health promotion operations.

**3. Develops, implements, monitors and evaluates NTHSSA and Territorial Health Promotion/Disease prevention Strategies in conjunction with the CHR's, Aboriginal Health and Community Wellness Division, NICs, Regional Manager of Continuing Care Services, Manager of Social Services and the Manager of Community Health Services in order to improve the health status of northern residents and reduce costs associated with preventable illnesses.**

- Remains current on related programs.
- Consults with territorial non-government organizations to access funds under assorted programs.
- Reviews proposals for funding.
- Monitors and evaluates community-based projects funded by the health promotion/disease prevention strategies to ensure compliance with the terms of reference for each project.

**4. Develops effective communication strategies and educational materials that contribute to effective working relationships with peers, other regional health authorities, keeps the public aware of health promotion/disease prevention issues and enhances program development and delivery.**

- Ensures open communication among health care team members, NTHSSA and the general public pertaining to health promotion.
- Develops reviews and revises communication and promotion strategies that are appropriate to the culture and language of northern communities, NTHSSA and in accordance with the departmental health promotion strategies.
- Outlines methods to market health promotion products; for example the Territorial "BETTER 2" Chronic Disease prevention initiative.
- Prepares monthly reports on the health promotion activities, issues and statistical information.
- Attends in-services/conferences, participates in self-directed studies and engages in professional developmental activities.
- Develops a work plan in consultation with the Regional Manager, Continuing Care Services based on the direction provided by NTHSSA board as outlined in the strategic plan.
- Acts as a liaison between the community members, Regional Manager, Continuing Care Services and other members of the health care team.
- Arranges, in consultation with the Regional Manager, Continuing Care Services, regular meetings and/or teleconferences to assess and discuss the status of health promotion in the communities with CHR.
- Listens and responds to staff ideas, strategies and concerns.
- Initiates disciplinary action involving the CHR's when required in a positive and constructive manner.

**5. Works in collaboration with other GNWT departments, Federal and Provincial governments, Territorial non-government organizations, the public, community decision makers and other health promotion groups and organizations to build healthy public policy that will encourage and support a healthier population.**

- Coordinates NTHSSA activates related to health promotion and disease prevention in the communities.
- Contacts and consults with Federal/Provincial and Territorial counterparts' concerning related programs and strategies.
- Networks between other health authorities and health care team members in order to share programs, ideas and activities; i.e.: reestablish the Regional Health Promotion Committee.
- Lobbies policy makers in various sectors and all levels of government to ensure that policies actively promote the health of the population.
- Initiates, implements and or collaborates on initiatives that support and encourage health promotion related research.
- Represents NTHSSA on interagency, interdepartmental and territorial committees as requested.

**6. Provides advice on effective training and skill development programs for the NTHSSA as they relate to health promotion/disease prevention strategy in order to increase regional and community capacity to implement the health promotion/disease prevention strategy.**

- Consults with other health authority staff and health care team members to identify and analyze training and skill development needs.
- Researches and adapts training programs from other regions.
- Advises partners on various types of training available.
- Assists in the delivery and evaluation of training programs as required.

**WORKING CONDITIONS**

**Physical Demands**

Prolonged sitting at a computer/desk and keyboarding which can cause back and muscle strain. Travel in motor vehicles or small aircraft on a weekly basis. The incumbent will be required to carry supplies/equipment from the Public Health Unit to teaching locations. Use of stairs and climbing in and out of a vehicle several times a day may lead to physical fatigue.

**Environmental Conditions**

Travel to communities in adverse weather conditions, in small aircraft, frequent delays in travel, sub-optimal accommodations, in the communities.

During home visits, the incumbent may be exposed to smoke, unsanitary conditions and potentially abusive (verbal/physical) clients.

As a result of living in an isolated, northern community, the incumbent will be required to travel to small planes and on ice/winter roads to and from the communities.

**Sensory Demands**

Language barriers, poor reading and writing skills and cognitive/mental impairments of clients may require resourcefulness of the incumbent. An interpreter may be required to translate for the incumbent.

Eyestrain may result from prolonged focus/concentration on the computer or reading proposals.

**Mental Demands**

Working on several projects and requests from the community simultaneously.

Tight deadlines and urgent situations may significantly increase the stress level of the position.

Working with several communities who have unique needs and requests.

Limited peer support and lack of access to other Public Health unit team members.

Within the health care setting, there can be lack of control over the work place with frequent interruptions that may lead to fatigue or stress.

Travel may cause the incumbent to be away from home from one to several days. Disruption of personal life due to travel and irregular hours.

### **KNOWLEDGE, SKILLS AND ABILITIES**

- A combination of a high degree of knowledge, proven skills and experience in health promotion/disease prevention is critical. This includes:
- Knowledge of health promotion theory and practice (i.e. health and disease processes, determinants of health) in order to provide current information within accepted guidelines and practices.
- Specialized knowledge in health promotion/disease prevention and community development models, programs, priority issues and strategies.
- Specialized knowledge of health promotion/disease prevention and healthy lifestyle programs, services, standards and related activities.
- Knowledge of national health promotion and disease prevention standards and related activities.
- Knowledge of relevant legislation, by-laws, public policies and procedures concerning health promotion/disease prevention issues.
- Knowledge of and ability to conduct current research and evaluation methodologies.
- Knowledge of relevant funding required for health promotion/disease prevention activities.
- Knowledge of northern cultures and politics as they relate to health and social services.
- Knowledge of northern health systems and structures.
- Knowledge of and an ability to network resources within and outside the NTHSSA in order to provide comprehensive health promotion and education.
- Knowledge and experience in community development, planning and evaluation; financial management; adult learning strategies; and group facilitation, in order to facilitate health promotion programs that meet the specific needs of each community.
- An ability to think analytically, strategically and conceptually.
- An ability to address situations using problem solving skills, crisis management skills, organizational and strategic planning skills and time management skills.
- An ability to operate word processing, internet, and electronic mail is required for this position, as significant communication, information gathering, research and resource development are done via the computer.
- An ability to operate basic office equipment (i.e. telephone, fax and photocopy machines, etc.).
- An ability to work effectively in small and large groups using project management and leadership skills, program planning and implementation skills, problem solving skills, negotiation skills and team building/relationship building skills.

- An ability to provide training, advise assessment and follow up.
- The incumbent must be aware of the importance of confidentiality and be able to keep personal and medical information private and confidential at all times.
- An ability to communicate and teach effectively using appropriate English language skills (written and verbal).

**Typically, the above qualifications would be attained by:**

A university degree or the equivalent of a combination of education and experience in health education/promotion, nursing or public health, plus three years of related health promotion experience in a community- based setting.

**ADDITIONAL REQUIREMENTS**

**NTHSSA-Dehcho Region Requirements**

Additionally the incumbent must possess the following:

- A satisfactory criminal reference check
- Class 5 driver's license
- Current CPR certification

**Position Security (check one)**

No criminal records check required  
 Position of Trust – criminal records check required  
 Highly sensitive position – requires verification of identity and a criminal records check

**French language (check one if applicable)**

French required (must identify required level below)

Level required for this Designated Position is:

ORAL EXPRESSION AND COMPREHENSION

Basic (B)  Intermediate (I)  Advanced (A)

READING COMPREHENSION:

Basic (B)  Intermediate (I)  Advanced (A)

WRITING SKILLS:

Basic (B)  Intermediate (I)  Advanced (A)

French preferred

**Aboriginal language:** To choose a language, click [here](#).

Required  
 Preferred