



IDENTIFICATION

| Department | Position Title | |
|----------------------------|-------------------------|--|
| Health and Social Services | Health Programs Officer | |
| Position Number | Community | Division/Region |
| 49-17074 | Yellowknife | Office of the Chief Public Health Officer / HQ |

PURPOSE OF THE POSITION

The Health Programs Officer provides project management support for health promotion projects implemented by the Office of the Chief Public Health Officer. This position helps to manage project operations, administration, finances and logistics in collaboration with the Health Promotion team to ensure timely, high quality project deliverables.

SCOPE

Located in Yellowknife, the Health Programs Officer (Officer) reports to the Manager, Health Promotion, and is a member of the Department's health and wellness team. The Officer provides support to the Office of the Chief Public Health Officer (OCPHO) to improve health promotion and prevention efforts, and may be assigned accountability for specific projects, and/or be engaged to contribute to projects through assigned accountability for specific operational, administrative, financial, and/or logistical tasks. The incumbent will participate in initiatives through interactions with the OCPHO and departmental staff, other departments and health and social services authorities, non-government organizations and project partners in other jurisdictions.

The Officer works on specific projects that may involve several health and social services program areas. The incumbent completes assigned tasks with guidance by the Department's strategic and operational objectives, with supervision provided by the Manager of Health Promotion. The incumbent will also have secondary reporting relationships with the lead(s) of the assigned project(s).

Carrying and transporting resources, materials, and presentation displays (up to 5Kg) may be required approximately once a month.



RESPONSIBILITIES

- 1. Support the planning, implementation, and closing of projects, ensuring that deliverables contribute to improving health promotion and prevention in the NWT.**
 - Assist in the development of project charters, in particular work plans, budgets and their associated deliverables and results/outputs.
 - Routinely monitor project activity completion rates and expenditures as per work plans and budgets, and keep Manager abreast of progress.
 - Prepare, coordinate review, and disseminate project-related reports and documents such as terms of reference, progress updates, and articles.
 - In collaboration with Contracts/Purchasing staff, prepare project contractual and procurement documents and effectively manage procurement processes as per departmental procedures.
 - Prepare project budget projections, allocations, variance reports, and financial reports.
 - Oversee administrative processes related to project travel.
 - Prepare project briefings, reports and presentations as requested.
- 2. Contribute to the development of health promotion and communication, tools and materials related to health promotion and wellness, to better meet the needs of the NWT population.**
 - Assist with an inventory of existing communications materials and tools.
 - Document best practices and scientific advancements in health promotion and wellness suitable for adaptation to the social and cultural contexts of the NWT.
 - Use project findings and outputs to identify potential information needs and gaps.
 - Coordinate interdepartmental review of newly developed health promotion and communication tools and materials.
 - Liaise with vendors as necessary for professional design and production/printing of materials, and coordinate dissemination.
- 3. Assist in the monitoring and evaluation of Health Promotion and Wellness activities in accordance with the Department's and government wide priorities to improve health status of northern residents and reduce costs associated with the treatment of preventable illnesses and injuries.**
 - Maintain monitoring and reporting systems, including data entry and management.
 - Conduct preliminary analyses of project quantitative and qualitative data as required.
 - Monitor projects and activities to ensure they are meeting stated goals.
- 4. Support collaboration and communication with key partners and stakeholders to promote an integrated, multi-sectoral response to health promotion and wellness programming in the NWT.**
 - Ensure that the project lead(s) and project team have all appropriate information and reports about progress, risk and finances.



- Support the planning, coordination, and documentation of stakeholder meetings, such as project team meetings, and larger forums such as Territorial Conferences.
- Coordinate the development and dissemination of progress reports, newsletters and other communications materials to regularly update, coordinate, and maintain two-way dialogue with internal and external stakeholders.
- Support knowledge management and translation efforts through the development and maintenance of online communications platforms including SharePoint project team sites for intradepartmental use, or other online working groups to engage with external project partners.
- Support community partners in developing project activities such as healthy eating and injury prevention as directed by the health promotion staff and/or Territorial Nutritionist.

WORKING CONDITIONS

Physical Demands

No unusual demands.

Environmental Conditions

No unusual conditions.

Sensory Demands

No unusual demands.

Mental Demands

Travel to remote communities or the regional centers is required approximately 8-10 times per year for periods of 2 or more days. Travel may occur in challenging winter conditions on ice roads or to isolated communities in small aircraft.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of, and/or the ability to acquire knowledge of the NWT health and social system, its regions and communities.
- Ability to acquire and apply knowledge of the territorial socio-cultural environment.
- Ability to acquire and apply familiarity with Health Promotion within the NWT context.
- Knowledge and skills relating to community development.
- Project management, organizational and analytical abilities.
- Financial management and reporting skills.
- Oral and written communication skills.
- Research and presentation skills.

- Ability to acquire and apply an understanding of social determinants of health and their impact on health disparities and equity in the NWT.
- Adaptability and initiative to ensure the HSS initiatives are fully supported and integrated.
- Ability to prepare, coordinate review, and disseminate project-related reports and documents such as terms of reference, progress updates, and articles.
- Ability to develop and maintain online communications platforms including SharePoint project team sites for intradepartmental use, or other online working groups to engage with external project partners.
- Skilled in conducting analyses of project quantitative and qualitative data as required.
- Computer skills including Microsoft Office, Operating Systems, Email and Internet.
- Ability to commit to upholding and consistently practicing personal diversity, inclusion and cultural awareness, as well as safety and sensitivity approaches in the workplace.

Typically, the above qualifications would be attained by:

A diploma in community development/social innovation, health services administration, or a related field and one (1) year of relevant experience.

Equivalent combinations of education and experience will be considered.

ADDITIONAL REQUIREMENTS

Position Security

- ☐ 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

Indigenous language: Select language

- ☐ Required
- ☐ Preferred