**Job Description**

**Job ID:** 58835

**Job Title:** Indigenous Health Manager - Hybrid

**Location:** David Braley Health Sci Centre

**Job Type:** Continuing

**Employee Group:** TMG

**Department:** Family Med

**Salary Grade/Band:** Band K

**Salary Range:** $76654.00 - $114981.00 (annual)

**Hours per Week:** 35

**Posting Details**

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| **Schedule** | Monday to Friday 8:30 am to 4:30 pm |
| **Education Level** | Graduate degree, or equivalent combination of education and experience, in a relevant field (e.g., cultural knowledge, indigenous languages, etc.) |
| **Career Level** | 3-5 years relevant experience, manager/supervisory |

**Job Description**

**Manager, Indigenous Health**

Department, Unit or Project Description:

The **Indigenous Health Learning Lodge (IHLL)** is a structural entity within the Faculty of Health Sciences (FHS) created to ensure the continued relationship between Indigenous staff, students, community, and faculty is integrated into all future decisions within the FHS. As a response to the Truth and Reconciliation Commission’s Calls to Action McMaster University’s Faculty of Health Sciences worked collaboratively with multiple on/off campus partners to develop a comprehensive Indigenous Health Initiative to better integrate Indigenous cultural knowledge into educational and research programs within the FHS. The purpose of the Lodge is to implement the 6 pillars of the Indigenous Health Initiatives Strategic Plan: Indigenous Ways of Knowing, Student Supports & Services, Faculty Leadership & Support, Research, Education & Curriculum, and Administration.

The **Department of Family Medicine (DFM)** has over 240 staff and 1,500 faculty distributed throughout 8 teaching sites and surrounding communities, teaching 200 residents and over 650 other health professional learners annually, and serving over 1,000,000 patients within southern/south Central Ontario. It is a recognized leader in family medicine teaching, research, and practice nationally and internationally. DFM is committed to:

* truth and reconciliation with Indigenous Peoples, addressing all relevant Truth and Reconciliation Commission (TRC) Calls to Action (See Appendix),
* honouring protocols and principles for engagement with Indigenous (First Nations, Inuit, Métis and Urban Indigenous) Peoples and communities, bringing Indigenous world views, knowledge, and perspectives into all aspects of DFM,
* creating culturally safe spaces and decolonizing practices for learners, patients, research participants, faculty, staff, and collaborators,
* graduating family physicians with strong awareness of, and competency in, Indigenous Health, and
* advocating for sustainable Indigenous Health models of care.

In pursuing these commitments, DFM desires to live and act in accordance with the Two-Row Wampum Agreement in strong relationship with the IHLL and with local and other relevant Indigenous communities in a manner that recognizes and facilitates Indigenous self-determination in education, research, and clinical practice.

**Job Summary**

Reporting jointly to the Executive Director, IHLL and the Department of Family Medicine Director of Administration, the Manager, Indigenous Health (“Manager”) is a leadership position within the DFM executive team, consulting with and leading the University and Faculty of Health Science initiatives on Indigenous Health and reconciliation with Indigenous Peoples (IH/IR) while integrating, as appropriate, with relevant EDI and anti-racism initiatives. The Manager is responsible for enabling the department to build capacity for excellence in IH/IR policy and practice across the leadership team, and to cultivate a departmental culture, which opposes oppression and celebrates Indigenous ways of knowing and being so all peoples, all can thrive.

The Manager will be called upon to lead the design, delivery and evaluation of programs and other initiatives aligned with the department’s commitment to IH/IR undertaken in a manner that reflects Indigenous wisdom, self-determination, practices, and ways of knowing while optimizing synergies with DFM’s EDI/AR/AO initiatives. Embedded within the DFM’s leadership team, the Manager will assume the roles of consultant, advocate, teacher, navigator, facilitator, project manager and collaborator, working closely in consultation with departmental, Faculty and University colleagues to create and sustain a culture and experience of inclusive excellence within the Department.

The Manager will be responsible for the supervision of ongoing work-study and research students supporting the IH/IR initiatives and research projects within the department. They will also manage the departments IH/IR governance bodies in collaboration with DFM’s Faculty Lead, Indigenous Health, engaging members across distributed sites, as well as facilitating synergies, sustainability, and appropriate recognition for a dynamically evolving network of IH/IR advisors and collaborators. The Manager is also a first-line resource for support and information for DFM faculty, staff or learners who identify as Indigenous, ensuring safe spaces and processes to identify, address and resolve experiences of discrimination, harassment and/or other concerns. While embedded in and advancing DFM’s IH/IR goals and priorities, the Manager will be an active IHLL team member, establishing mutually beneficial professional relationships and sharing best practices and resources as part of this community of practice.

**Accountabilities**

**Administrative Accountabilities:**

1. Serve as strategic advisor and consultation for the DFM Leadership team for IH/IR within the department that influences strategies, structures, processes, and accountabilities to counter forms of oppression and strengthen diversity.
2. Provide consultation and advice regarding the creation and ongoing evolution of appropriate IH/IR governance bodies to foster synergies across distributed sites, formalize support and working relationships for IH/IR across the department, and co-lead the DFM Indigenous Health Committee and its working sub-committees with the Faculty Lead, Indigenous Health.
3. Identify and facilitate collaborative connections with, and promote awareness of and relevant participation in, initiatives and networks of the IHLL and other relevant Indigenous leaders and groups within the University and community to both inform and learn from initiatives implemented within DFM.
4. Participate in relevant IHLL team meetings and contribute to the identification and sharing of IH/IR best practices and resources.
5. Lead and create DFM’s educational profile through online and print materials by leading and coordinating the planning, creation, and dissemination of monthly communications (e.g., departmental newsletter, faculty and staff portals) designed to build, sustain and strengthen individual and collective capacity for inclusive excellence, including researching and writing key content surrounding cultural, and significant days of recognition relevant to Indigenous Peoples.
6. Provide first-level response and support for Indigenous members of DFM who have experienced discrimination and/or harassment, or who disclose experiences of inequity and exclusion, by appropriately providing inclusive and culturally relevant support, advice and referral to resources and pathways across the university and wider community.
7. Contribute to the annual Departments’ goal planning and budget planning processing, by developing, monitoring and reconciling budgets related to IH/IR initiatives.
8. Maintain statistics on the number and reach of events, campaigns, programs, and activities.
9. Craft IH/IR specific narratives and upkeep data and metrics of programming and initiatives to contribute to the development of DFM’s annual report.
10. Conduct user and staff educational and programming needs assessments, develop benchmarks and metrics to evaluate and assess the delivery, use and efficacy of training programs and resources, making continuous improvements and revisions as needed.

**Education & Training Accountabilities:**

1. Using relevant Indigenous teachings and frameworks, design and deliver a suite of educational offerings appropriately tailored for all faculty, staff and learners that build capacity and skill in relation to IH/IR, addressing a range of inclusion topics such as: the impacts of colonization, the history of Indigenous peoples in Canada, wholistic health perspectives that include traditional medicine and the intersection of the mind, body, emotion, and spirit, the value of Indigenous knowledge and ways of being, systemic discrimination, allyship, health equity and social determinants of health.
2. Establish opportunities for cross-unit collaboration and synergies through partnering with leaders across all DFM domains (e.g., research, education, health services, core services) to develop and implement structured policies and practices that are both responsive to arising IH/IR concerns and preventative in anticipating the gaps in the current systems and structures.
3. Consult, lead and provide expertise in reviewing and drafting communication materials that are responding to or addressing controversial, potentially divisive, sensitive or triggering issues, while working closely with Indigenous members or groups in DFM to implement strategies to prevent and address incidents of harm and to promote education, healing and inclusion in the aftermath of such incidents.

**Events & Initiatives Accountabilities:**

1. Provide skilled project management services to the department in planning, implementing, and evaluating IH/IR initiatives in collaboration with the department’s leadership team to build a departmental culture of inclusion of Indigenous Peoples, respect for diversity, and responsiveness to acts of racism, oppression and microaggressions.
2. Lead the planning and execution of large-scale, annual department-wide community learning/unlearning experiences through creative community engagement approaches that amplify and celebrate Indigenous ways of knowing and practice and challenge Eurocentric ways of knowing.
3. Support the recruitment, retention, advancement, and on-going engagement of DFM Indigenous members in a fashion that cultivates psychological safety and wellbeing through outreach and engagement to provide forums for intragroup support and intergroup dialogue.

**Staff Supervision**

1. Develop and maintain a positive work environment.
2. Supervise Administrative and research support.
3. Assign tasks appropriately according to staff roles, skills, capacity and interests.

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| **Qualifications** | |
| Education: | * Graduate degree, or equivalent combination of education and experience, in a relevant field (e.g., cultural knowledge, indigenous languages, etc.) |
| Experience: | * Lived experience as an Indigenous person, preferably with strong connections to relevant Indigenous community(ies) * 3 - 5 years’ experience leading and overseeing programs and projects, preferably in a university or other diverse corporate or non-profit entity in the areas of anti-racism and anti-oppression * Significant experience designing and delivering inclusion and anti-racism related workshops using an intersectional approach. * Previous experience working in partnerships with a wide range of equity-seeking groups and communities. * Significant awareness of issues facing Indigenous peoples and a strong commitment to reconciliation and working alongside Indigenous leaders to amplify and support relevant initiatives. |
| Knowledge/Skills: | * Demonstrated capacity to advance IH/IR strategies, priorities, and action plans within a large, complex, and geographically distributed organization. * A strong analysis and understanding of IH/IR and the experience of equity-deserving groups and demonstrated recognition of related Indigenous and settler lenses and approaches. * Comprehensive understanding and knowledge of human rights and related legislation * Excellent interpersonal communication skills and team-building skills * Strong presentation, facilitation, and public speaking skills with demonstrated ability to communicate complex ideas to a diversity of peoples and facilitate discussions in contexts of emotional intensity. * Knowledge about current affairs related to IH/IR and a strong socio-political competency to provide the most relevant information, education, and referrals. * Knowledge and familiarity with the goals and strategies of historic and contemporary human rights and social movements, with a demonstrated ability to engage meaningfully with a range of social advocates and activists across the university and the community. * Excellent judgement and demonstrated ability to respond skillfully and tactfully to controversial or potentially divisive issues, particularly within the contexts of workshops. * Ability to receive disclosure regarding discrimination and/or racism and its traumatic impacts. * Familiarity with the University environment and its organizational dynamics * Proven ability to build relationships, to contribute to respectful team environment, to work collaboratively with learners, faculty, staff administrators and community partners. * Demonstrated ability to set priorities and deadlines to ensure multiple large-scale projects and objectives are achieved in a timely manner. * Capacity to develop and use a range of marketing and promotional tools, including social media. * Proficiency in MS Office software applications, including word processing, spreadsheets, database, and presentation software applications, as well as internet research. |

**How to Apply**

Online in the McMaster University website. Please find link below:

https://careers.mcmaster.ca/psp/prepprd/EMPLOYEE/HRMS/c/HRS\_HRAM.HRS\_APP\_SCHJOB.GBL?Page=HRS\_APP\_SCHJOB&Action=U&FOCUS=Applicant&SiteId=1001&customTab=MCM\_STAFF\_POS&IgnoreParamTempl=customTab.

**Employment Equity Statement**

McMaster University is located on the traditional territories of the Haudenosaunee and Mississauga Nations and within the lands protected by the “Dish With One Spoon” wampum agreement.

The diversity of our workforce is at the core of our innovation and creativity and strengthens our research and teaching excellence. In keeping with its Statement on Building an Inclusive Community with a Shared Purpose, McMaster University strives to embody the values of respect, collaboration and diversity, and has a strong commitment to employment equity.

The University seeks qualified candidates who share our commitment to equity and inclusion, who will contribute to the diversification of ideas and perspectives, and especially welcomes applications from indigenous (First Nations, Métis or Inuit) peoples, members of racialized communities, persons with disabilities, women, and persons who identify as 2SLGBTQ+.

As part of McMaster’s commitment, all applicants are invited to complete a confidential Applicant Diversity Survey through the online application submission process. The Survey questionnaire requests voluntary self-identification in relation to equity-seeking groups that have historically faced and continue to face barriers in employment. Please refer to the [Applicant Diversity Survey - Statement of Collection](https://hr.mcmaster.ca/resources/applicant-diversity-survey-statement-of-collection/) for additional information.

Job applicants requiring accommodation to participate in the hiring process should contact:

* [Human Resources Service Centre](mailto:hr.mcmaster@mcmaster.ca)at 905-525-9140 ext. 222-HR (22247), or
* [Faculty of Health Sciences HR Office](mailto:hrlink@mcmaster.ca) at ext. 22207, or
* [School of Graduate Studies](mailto:askgrad@mcmaster.ca) at ext. 23679

to communicate accommodation needs.

**Hybrid Work Language**

To ensure an ongoing and vibrant University community that meets the needs of our students, staff and faculty and supports the University mission, ability to work on-site continues to be a requirement for most University positions. The University is supportive of exploring flexible work arrangements that effectively balance operational needs and employee interests.