



EMPLOYMENT OPPORTUNITY

External Projects Coordinator

Onkwata'karitáhtshera is seeking an experienced individual to assist in the development of health and social service initiatives within the community by supporting Onkwata'karitáhtshera and community-based health programs through networking with expert advisors/consultants and community members.

Under the supervision of the Manager of the Onkwata'karitáhtshera Secretariat, the External Projects Coordinator will assist Onkwata'karitáhtshera in coordinating and advancing action on the Community Health Plan (CHP) and community-based projects, through the coordination of external projects.

Requires networking with community-based health and social service programs as they relate to the development of external projects. Will assist in developing proposals and budgets for external projects and provide updates to the Technical Program Administrator and working groups.

Required Education & Experience

- University Bachelor's Degree with a background in a Health or Social Science related field with one (1) to three (3) years related work experience. OR
- College (DEC) with a background in a Health or Social Science related field with three (3) to five (5) years related work experience. OR
- Experience in Public Health or willingness to undertake training/courses upon hire.
- Demonstrated understanding of community, regional and national trends and financing in health and social services.
- Knowledge of other resources within and outside of the community in relation to health and social services.
- Ability to work with minimum supervision.
- Excellent planning, organizational and time management skills.
- Ability to speak and write in French is an asset.
- A valid driver's license and access to a vehicle is a requirement.

Status: Indefinite term contract, with a six (6) month probationary period.

Salary: Starting at \$29.74/hour.

Schedule: 35 hours/week; must be willing to work flexible hours as necessary.

If you believe you possess all the requirements listed in the full job description for this position, and you wish to pursue a rewarding career with excellent benefits at KSCS, please forward your complete application to:

KSCS Human Resources at humanresources@kscskahnawake.ca. You must include a resume, letter of intent, along with your completed application form and required documents as specified within the application form. Full job descriptions are available at www.kscs.ca. Call 450-632-6880 for more info.

Deadline to apply is: Friday, May 10th, 2024, at 4:00p.m.

GENERAL INFORMATION	
Code:	FLS17-03
Job Title:	External Projects Coordinator
Department:	Facilities
Date of Job Description Revision:	May 2022
Job Reports To:	Manager of Onkwata'karitáhtshera Secretariat

JOB DESCRIPTION SUMMARY
<p>Under the supervision of the Manager of Onkwata'karitáhtshera Secretariat the External Projects Coordinator will assist Onkwata'karitáhtshera in coordinating and advancing action on the Community Health Plan (CHP) and community-based projects, through the coordination of external projects.</p> <p>Requires networking with community-based health and social service programs as they relate to the development of external projects. Will assist in developing proposals and budgets for external projects and provide updates to the Manager of Onkwata'karitáhtshera Secretariat and working groups.</p> <p>The External Projects Coordinator will assist in the development of health and social service initiatives within the community by supporting Onkwata'karitáhtshera and community-based health programs through networking with expert advisors/consultants and community members. Available to assist in evaluation of community-based health and social services programs along with other team members. supports community-based external projects in drafting and revising documents, logic models, and other plans as required. May be required to attend key meetings or events interior and exterior to the community, or to act as an observer on behalf of Onkwata'karitáhtshera.</p> <p>Decisions are based on independent judgement, requiring further investigation & evaluation; within generally defined parameters. Alters approach or recommends procedural changes. Decisions generally accepted as accurate & sound. Seeks consultation/guidance as needed.</p>

CORE RESPONSIBILITIES AND DUTIES	
Core Responsibilities	Duties
<p>Coordinates, Monitors, and Supports Onkwata'karitáhtshera's Community Health Plan and External Projects</p>	<ul style="list-style-type: none"> ➤ When delegated, attends meetings, workshops, activities, and events on matters pertaining to Community Health Plan, Health priority subcommittees, community-based projects and Onkwata'karitáhtshera, (including attending regional and national meetings pertaining to Health Canada and Community Health services. ➤ Acts as the contact and information referral agent for external projects that include working groups' matters, projects, proposal submissions, meetings, and workshops/activities. ➤ Monitors and maintains active and organized files on all external projects, documentation, logic models, presentations, and reports. ➤ Participates with secretariat team on project activities, implementation, and evaluation of external projects, including developing tools as needed for evaluation of projects. ➤ Evaluates service delivery regularly and reports to Supervisor. ➤ Participates in the administration of budgets and makes budgetary recommendations in accordance with Secretariat team. ➤ Monitors and maintains active files as they pertain to external projects and in relation to the following funding sources and community programs: Brighter Futures, Aboriginal Headstart, CFS (Child Family Services), Aboriginal Diabetes, Logic Models, Provincial Funding, Fetal Alcohol Spectrum Disorder, Maternal Child Health, Traditional Approaches to Health and the Community Health Plan. ➤ When required, collaborates, plans and assists in field research regarding identified external projects/programs. ➤ When required, organizes, prepares, and coordinates workshops and information sessions. ➤ Networks with external project resources and people relevant to program needs.
<p>Provides support to the development and funding of new health and social services programs and external projects</p>	<ul style="list-style-type: none"> ➤ Identifies community needs and opportunities related to the community health plan, disseminates this information to the Manager of Onkwakta'karitáhtshera to support community-based programs. ➤ When required, provides assistance in developing proposals and logic models. ➤ When required, networks with the Community Health Plan Liaison on internal and external partners of existing and newly developed community-based projects, workshops and health and social services activities at the community, regional and national level in relation to the Kahnawà:ke Community Health Plan.
<p>Provides support for health and social service external projects for design, implementation & evaluation</p>	<ul style="list-style-type: none"> ➤ Works as part of a team to support community-based programs and agencies in designing, implementing, and evaluating services, programs and events. ➤ Actively participates in advancing a communication plan for information related to development and implementation of external projects.

Administrative duties	<ul style="list-style-type: none"> ➤ Performs advanced administrative duties including issues of highly sensitive & confidential nature related to health data. ➤ Assist in the preparation and submission of required plans, updates and or reports of activities related to external projects. ➤ Generates reports as needed. ➤ May be required to conduct specialized research projects and must respond to inquiries.
Provides support to Kahnawà:ke's Community Health Plan and External Project Communications	<ul style="list-style-type: none"> ➤ Prepares written briefs to Supervisor on progress reports, project proposals, media articles and general correspondences. ➤ Acts as technical support by monitoring current community, regional and national health and social services issues. ➤ Assist in researching and writing information articles to promote community awareness on current community-based projects. ➤ Assists in promoting the CFS (Child Family Services) program objectives and program projects. ➤ Acts as liaison regarding programs/projects, available services, and available resources. ➤ Under the supervision of the Manager of Onkwata'karitáhtshera Secretariat; develops forms, letters, reports, brochures, manuals, proposals, newsletters and any other material. ➤ Under the supervision of the Manager of Onkwata'karitáhtshera Secretariat; formats various public relations materials and participates in public relations activities. ➤ Assist in preparing well written briefs and reports on activities required for internal and external Government reporting requirements. ➤ Develops and maintains information systems (client lists, resource material, mailing lists and other systems). ➤ Assists in the development of tools (including statistical analysis tools) that will help to evaluate programs and establishes and maintains a database on projects carried out by the program.
Performs any other job-related duties as may be required by the immediate Supervisor.	

COMMUNICATIONS	
Team Work:	➤ Commonly requires a level of collaboration and cooperation to get work or projects complete.
Advising:	➤ Frequently provides information that must be understood and explained.
Training:	➤ Occasionally required to train or give information to stakeholders or clients.

ENVIRONMENTAL FACTORS	
Environment:	➤ Regular work week, occasional flex.
Stress Factor:	➤ Moderate stress with some periods of high stress.
Deadlines:	➤ Some tight deadlines (unplanned).

ACCOUNTABILITY	
<ul style="list-style-type: none"> ➤ To provide services in a manner consistent with the terms and conditions of the employment agreement, the personnel policies, standard operating procedures and directives. ➤ To provide efficient and on time service and support to the staff and management of KSCS. ➤ To maintain confidentiality practices. ➤ To ensure that proficient technical and engineering related services are provided; ➤ To ensure that projects are conceived, designed, implemented and monitored in conformity with principles and practices associated within the standards of operations, construction and engineering; ➤ Determines the level of service and resource requirements of the capital project's technical and construction components; ➤ Determines project priorities, schedules, labour and miscellaneous resources required to meet objectives; ➤ Determines best method of execution for projects; ➤ Determines day-to-day workload assignments and sets performance and production quotas; ➤ Determines accuracy and completeness of technical reports and plans; ➤ To ensure adherence to operational and financial standards, procedures and guidelines; ➤ To ensure proper budget/control mechanisms are incorporated into the realization of projects; ➤ Determines accuracy of budget/variance reports and recommends adjustments and cost control strategies; ➤ To deal with internal and external clients in a tactful, discrete and courteous manner; 	

QUALIFICATIONS	
Education and Experience	<ul style="list-style-type: none"> ➤ University Bachelor's Degree with a background in a Health or Social Science related field with one (1) to three (3) years related work experience. OR ➤ College (DEC) with a background in a Health or Social Science related field with three (3) to five (5) years related work experience. OR ➤ Experience in Public Health or willingness to undertake training/courses upon hire.

<p style="text-align: center;">Skills and Requirements</p>	<ul style="list-style-type: none"> ➤ Experience in networking with various public health and community development projects related to community-based programs. ➤ Understanding of available funding sources related to health and social services, programs and projects. ➤ Demonstrated understanding of community, regional and national trends and financing in health and social services. ➤ Knowledge of other resources within and outside of the community in relation to health and social services. ➤ Experience in drafting successful project proposals and completing evaluation of projects or services. ➤ High proficiency in use of MS Office (Outlook, Excel, Word, PowerPoint). ➤ Demonstrated ability to work with diverse groups participation in working groups, advisory committees within the community, region and nationally. ➤ Ability to speak and write in French. ➤ Ability to work with minimum supervision. ➤ Excellent planning, organizational and time management skills. ➤ Ability to deal with moderate stress. ➤ Ability to work flexible hours, including evenings and weekends. ➤ A valid driver's license and access to a vehicle.
<p style="text-align: center;">Assets</p>	<ul style="list-style-type: none"> ➤ Knowledge of Kanien'keha language. ➤ Experience with team coordination and management.

Immediate Supervisor

Incumbent

Date