



## *First Nations Health Managers Association*

### *Association des gestionnaires de santé des Premières Nations*

The First Nations Health Managers Association (FNHMA) is expanding its family and is looking for a full-time Education Specialist. If you are passionate about First Nations health service delivery and are looking to join a dynamic team in a fast-paced environment, then this is an opportunity for you!

#### **FNHMA Education Specialist – Job Posting**

##### **Scope of Position**

Reporting to the Director of Capacity and Member Services, the FNHMA Education Specialist is responsible for the FNHMA certification activities, PLAR services and delivery of the Certified First Nations Health Management Program and Workshops (CFNHMP), Advance Certificate in First Nations Health and Wellness Planning (FNHWP), and FNHMA Workshops.

##### **Managing Education Responsibilities**

- Ensure CFNHMP and FNHWP courses are refreshed every 3-5 years and incorporate new resources for relevancy.
- Review and update assignments as necessary – collaborate with other instructors.
- Lead the development of instructor and facilitator tools.
- Manage an updated calendar of courses – including online and intensive.
- Provide support and respond to questions from students and perspective students.

##### **Instructor/Facilitator Responsibilities**

- Prepare and deliver course content for five intensive and other courses based on the existing lesson content and learning objectives while creating learning opportunities for students to learn and apply key concepts.
- Incorporate several aspects of adult learning, using hands-on approaches, individual work, small and large group discussions, and other models as appropriate.
- Incorporate trends and events that relate to the lesson content.
- Ensure each learning environment is set up in advance, so the students can have a positive experience and the FNHMA is presented as a professional organization.
- Provide guidance and orientation (if required) on posting to the FNHMA certification webpage.
- Discuss the requirements for the assignments and assist the student.
- Be a support to the students.
- Be an engaged member of the FNHMA team.

##### **Administration Responsibilities**

- Provide input to the FNHMA Annual Report.
- Create templates and policies as required.
- Perform other duties as assigned by the Director of Capacity and Member Services.

## Marketing and Education Outreach Responsibilities

- Research and lead opportunities for FNHMA Products and Services.

## Qualifications

To successfully perform this job, the individual must be able to perform each of the listed responsibilities. The requirements listed below are representative of the knowledge, skill and/or ability required.

## Education and Experience

The FNHMA Education Specialist should possess an undergraduate or post-graduate degree and 5 years of related experience and/or training or an equivalent combination of education and experience. The CFNHM designation is an asset and preference will be given to an individual who has it or agrees to work towards achieving it.

## Assets

- Prior experience working with Aboriginal organizations will be considered an asset.
- Knowledge of First Nations health services management issues, services and delivery.
- Knowledge of current and historical issues facing First Nations peoples.
- Bilingual (English/French) will be considered an asset.
- Relevant work experience preferably in a not-for-profit professional association working with volunteers and an exposure to online learning activities.

## Skills

- A working knowledge of Microsoft Word, Excel, PowerPoint, and Outlook.
- Extensive experience in facilitating and/or instructing.
- Excellent written and verbal communication skills.
- Strong organizational and planning skills, attention to detail and commitment to producing high-quality deliverables in a timely manner.
- Ability to market FNHMA products and services.
- Ability to demonstrate judgement, tact, innovation and initiative.
- Ability to work under pressure, manage multiple deadlines and change priorities with ease.
- Strong work ethic with the ability to work independently with minimum supervision.

## Working Conditions

This position works out of the FNHMA satellite office located in Ottawa, ON and extensive travel is required.

## Salary and Benefits

Salary will be negotiated pending experience and education competencies and will include a benefit package. **Deadline for applications will be Friday, August 16, 2019 at 5:00 pm EST.** Please submit your resume with cover letter to: Simon Brascoupé, CFNHM, MA, CAPA, Director of Capacity and Member Services at: [simon@fnhma.ca](mailto:simon@fnhma.ca)

\*Only successful applicants will be contacted.