

- Assists in the development of the necessary programs, policies and procedures for delivery of relevant and responsive Indigenous Affairs programs to support Indigenous learners.
- Supports, enhances and promotes cultural safety for Indigenous students, Indigenous Peoples and Indigenous staff
- Builds, develops and sustains business relationships/strategic partnerships that are mutually beneficial, reciprocal and grounded in trust and respect; working to the common purpose for the good of the Indigenous Affairs Unit, Indigenous Peoples, the NOSM community it serves and NOSM itself
- Maintains contact with and liaises with Indigenous student services of both host Universities.
- Maintains accurate information for support programs to assist Indigenous learners at both host universities and in the host communities of Northern Ontario. Makes appropriate referrals to the Learner Affairs Unit as necessary. Enhances the efforts of the Learner Affairs Portfolio by assisting, promoting and supporting the delivery of effective services to Indigenous learners. Acts as the contact person, in conjunction with one or more Learner Affairs Officers, for NOSM Indigenous learners and assists in developing programs to ensure that a variety of cultural needs are pro-actively planned for.
- Works collaboratively with other members in the Indigenous Affairs Unit and the Community Engagement Portfolio in the planning and delivery of outreach programs to the elementary, junior and senior high schools of Northern Ontario and to undergraduate university programs in Ontario and in other provinces of Canada, as requested.
- Works collaboratively with the Aboriginal and Cultural Support Services department at Lakehead University and the Indigenous Student Affairs department at Laurentian University to support Indigenous students at the host universities who are considering applying to NOSM.
- Assists in administration, enhancement and expansion of the scope, nature and accessibility of Elder Program services available at both campuses of Medical School.
- Participates on relevant committees, as requested by the Director of Indigenous Affairs or designate.
- In conjunction with one or more Learner Affairs Officers facilitates and/or co-facilitates cultural orientation sessions, awareness groups, and/or programming for NOSM's learners, faculty and staff and provides information and educational sessions related to diversity and the development of increased cultural competency.
- Participates in periodic program evaluations, as requested.
- Performs other duties as assigned.

QUALIFICATIONS:

Education:

- An undergraduate degree in Social Work, Psychology or a related field of study from a recognized Canadian institution with accreditation or an equivalent combination of education and experience is required

Knowledge, Skills and Abilities

- Minimum of one (1) year related experience in coordination of programs, student support in an educational setting and in Indigenous communities

- Demonstrated understanding of Indigenous communities, Indigenous organizations, political structures and healthcare systems within remote and Northern communities
- Extensive experience with Indigenous peoples, cultures and communities
- Knowledge and understanding of the contemporary Indigenous and educational challenges and approaches
- Demonstrated experience and understanding of diverse Indigenous cultural protocols, practices and customs
- Ability to translate, interpret and articulate between the Indigenous and Non-Indigenous worldviews
- Ability to deliver information in a transparent, honest and clear manner that includes active listening, comprehending and responding appropriately
- Ability to apply systemic, logical reasoning when addressing problems or situations in order to arrive at an appropriate solution or outcome
- Ability to work within established organizational practices, protocols and policies
- Experience interpreting, explaining and applying policies and procedures
- Proven experience in coordinating various tasks under tight deadlines, ensuring quality and timeliness in the performance of professional commitments
- Proficiency in Microsoft Office programs (Word, Excel PowerPoint, Outlook) is required
- Ability to work individually as well as part of a team
- Knowledge of The Occupational Health & Safety Act and Regulations that apply to the work being performed is an asset
- Knowledge of university administration policies and procedures is an asset

Language:

- Ability to speak and/or understand NOSM's Indigenous language regional dialects and takes personal responsibility to enhance their own Indigenous language skills if they are not fluent in one of Northern Ontario's Indigenous languages
- Must be able to communicate effectively in English (verbally, written and comprehension)

Interested candidates are invited to submit a resume quoting the competition number
2017-1072-TC no later than Friday, May 19, 2017 at 4:00 pm to:

Northern Ontario School of Medicine
Attention: Human Resources
935 Ramsey Lake Road, Sudbury, Ontario P3E 2C6
Email: HR@nosm.ca
Fax: (705) 671-3880

The Northern Ontario School of Medicine offers accommodation for applicants with disabilities throughout its recruitment processes. If you require accommodation during the recruitment process, or require an accessible version this posting, please contact Human Resources via email at hr@nosm.ca.

The Northern Ontario School of Medicine invites applications from all qualified individuals. NOSM is committed to employment equity and diversity in the workplace and welcomes applications from women, visible minorities, Aboriginal people, persons with disabilities, and persons of any sexual orientation or gender identity.

While all responses are appreciated and will be handled with the strictest confidence, only those being considered for interviews will be acknowledged.