

NATIVE HORIZONS TREATMENT CENTRE

Job Title: **Project Coordinator and Research Assistant**

Application Deadline: March 23, 2018. 5:00 pm.

Duration: April 16, 2018 – March 31, 2019

Description of project and position: The focus of the ***INDIGENOUS NEONATAL ABSTINENCE SYNDROME PROJECT*** is to build strong relationships with Indigenous communities founded upon trust and respect, so that the sensitive and complex topic of Indigenous Neonatal Abstinence Syndrome (“INAS”) and longer-term neurodevelopmental impairments can be collaboratively researched. The successful candidate will work with a core research team that consists of community leaders, health care providers and coordinators, and researchers from different institutions to fulfill the following:

Communication outreach and engagement with community leaders in 33 First Nation communities in Southern Ontario.

- Coordinating large community engagement sessions that bring together people from several First Nation communities in Southern Ontario.
- Coordinating core-team meetings.
- Collecting and analyzing qualitative data, including focus groups and one-on-one interviews.
- Coordinating the development of engagement material. (video and written)
- Delivery of results in thorough methods deemed appropriate by core research team and community partners.
- Overall project monitoring and reporting.

The ideal candidate has the following qualifications: Graduate level training in an appropriate discipline (e.g. indigenous studies, social work, psychology, nursing, health sciences, public health), including education and experience in community-based research. Knowledge of qualitative research methodology and experience in qualitative research data collection.

- Experience in FN community-based health programs.
- Knowledge of matters specific to determinants of FN health, MH and addictions.
- Skills in community engagement, facilitation, consultation, and budget prep,
- Knowledge of Ownership, Control, Access and Possession (OCAP™) Principles.
- Ability to work under pressure and within tight timelines.

The ideal candidate has the following skills:

Highly effective interpersonal and communication skills, both written and verbal.

Effective planning and organizing skills.

Demonstrated sensitivity and ability to work effectively with Indigenous communities.

The ability to work collaboratively as part of a team.

Proficient with Microsoft Office software.

Other requirements: Flexibility to travel extensively in south central Ontario and work evenings and possibly weekends as needed. Valid Driver's License and insurance. Current Background Police and Vulnerable Sector Check. Successful candidate will have current CPIC or produce in a timely manner. 3 References with contact information.

Please submit cover letter, resume and references to the attention of:

Wanda Smith, Executive Director, Native Horizons Treatment Centre. 130 New Credit Road, Hagersville, Ontario N0A 1H0

For a complete job description, please contact Native Horizons Treatment Centre at (905) 768-5144 or 1-877-330-8467. Applications may be faxed to (905)768-5564, emailed to ed@nhhc.ca or delivered to Native Horizons in person.

Only those being considered for an interview will be contacted. We thank all those that may apply for their interest in this position.