HELP Job Description

Aboriginal Community Liaison Coordinator
Human Early Learning Partnership

POSITION IDENTIFICATION

Position Classification: M&P Research level A
Position Title: Aboriginal Community Liaison Coordinator
Department: Human Early Learning Partnership (HELP), School of Population and Public Health (SPPH)
Faculty: Medicine
Term: January 6, 2014 to June 30, 2014
Funding: Grant funded; Full-time

FUNCTION

The incumbent is responsible for developing and implementing a strategic approach to relationships with Aboriginal communities and organizations on behalf of the Human Early Learning Partnership with the aim to facilitate the relevance and use of research on Aboriginal children’s development. The research will be conducted by HELP under the guidance of a community-based Aboriginal Steering Committee and in collaboration with Aboriginal communities and partner organizations across the province. The role includes community liaison, operational support to the Aboriginal Steering Committee, documentation of processes, and dissemination of research.

WORKING RELATIONSHIPS

The incumbent reports directly to the Core Projects Director and collaborates regularly with HELP researchers and staff. She/he will consult and be the primary contact for members of the HELP Aboriginal Steering Committee. She/he will also create and sustain working relationships with Aboriginal communities and provincial NGO’s, including relevant provincial and federal government organizations.

WORK PERFORMED

Major responsibilities include:

- In collaboration with the Core Projects Director, HELP Faculty and staff, and the Aboriginal Steering Committee, leads the planning and implementation of strategic approach to engagement and research dissemination about the cultural and social determinants of Aboriginal children’s development in B.C. The role of this position will be as community liaison and knowledge translator. Although they will not have the lead for setting the research priorities, they will interact with the team identified in building the agenda and particularly in contributing the knowledge they learn in their community development work.
- To act as the coordinator of the Aboriginal Steering Committee. To include maintaining correspondence, organizing all aspects of ASC meetings (including event organization and travel planning).
• To plan and coordinate the implementation of the Early Development Instrument (EDI) and the Middle Years Development Instrument (MDI) in First Nations communities, in partnership with local stakeholders and the implementation team. Includes soliciting engagement, teacher training, administration and ongoing support.

• Coordinate communication processes that include Aboriginal community stakeholders, Early Years Initiatives, government, and HELP faculty and staff and that facilitate the analysis, dissemination and utilization of the data in Aboriginal communities throughout BC.

• Support the development of strategies and tools based on research findings for community mobilization and child development planning at the local, regional and provincial levels. A variety of tools are available for Aboriginal communities to use in understanding and utilization of data.

• In respect to all research undertaken by HELP with and in Aboriginal communities, act in accordance and respect the ethical expectations of the Aboriginal partners, as well as adhere to existing guidelines and principles stipulated by other organizations (OCAP, CIHR guidelines).

• Facilitate the dissemination of research on Aboriginal children’s development in adherence with the protocols established by HELP’s Aboriginal Steering Committee.

• Facilitate knowledge exchange between communities, organizational and government holders, and the academic community through public presentations, individual relationship building and written communications which will translate HELP’s research across a variety of settings.

• Represent HELP at meetings and conferences as required.

• Attend and participate in other HELP meetings and events.

• Other duties as may be required.

DECISION-MAKING/LEVEL OF ACCOUNTABILITY
The candidate is accountable for the effective and efficient management of community liaison activities under her/his direction. The candidate is accountable for developing relationships at a leadership level across communities, provincial organizations, and government. Inaccurate, inappropriate or ineffective communications may seriously affect the image and reputation of HELP, individual faculty, and UBC as a whole, as well as have serious implications for strategic partnerships and ongoing funding.

SUPERVISION RECEIVED
The candidate will work with wide latitude under general administrative direction, and will receive feedback in a team environment. The candidate reports to the Core Projects Director of HELP.

SUPERVISION GIVEN
None

WORKING CONDITIONS
Works in an individual workstation. Provided with normal office equipment, equipped with a PC, phone and printer. Some travel will be required.
MINIMUM QUALIFICATIONS & SKILLS

Education
Undergraduate degree in a social science, health, geography, planning or related field or equivalent combination of education/work experience is required. Minimum of two years of related work experience.

Experience
Previous experience working with Aboriginal communities in respect to child development. Understanding of Aboriginal ways of knowing, being and doing and knowledge of current aims for nation rebuilding. Understanding of population health research and using research as a tool for community engagement. Prior knowledge of the relationship between neighbourhood characteristics and child development is an asset. Good knowledge of the child development system and involved provincial organizations is a strong asset.

Strong preference will be given to candidates with Aboriginal ancestry.

Skills
- Proven ability to work successfully with a wide range of Aboriginal groups and individuals, including community, researchers, the public sector and government.
- Group facilitation skills
- Knowledge of theories of child development and community development.
- Knowledge of the geographic, relational and governance structures for Aboriginal Peoples in B.C.
- Excellent written and spoken communication skills.
- Effective interpersonal skills and ability to build consensus among a range of stakeholders.
- Standard computer software applications:
  - Word – intermediate
  - Outlook - intermediate
  - Excel – beginner
  - Power Point – beginner to intermediate
- Excellent writing and presentation skills.
- Self-motivation and ability to work well with minimal supervision.
- High level of enthusiasm and energy.
- Ability to travel
- Ability to maintain accuracy and attention to detail.

SIGNATURE & APPROVAL

This section should be signed by the employee to acknowledge that the employee has read and understands the position requirements and should also be approved by the immediate supervisor and next administrative level to which the immediate supervisor reports).