



Manitoba Keewatinowi Okimakanak Inc.

Head Office

Nisichawayasihk Cree Nation
Nelson House, Manitoba
R0B 1A0

www.mkonorth.com

■Thompson Sub-Office

206-55 Selkirk Avenue
Thompson, Manitoba
R8N 0M5

Winnipeg Sub-Office

102-1700 Ellice Avenue
Winnipeg, Manitoba
R3H 0B1

Employment Opportunity Full Time (Thompson or Winnipeg Sub-Office) Health Policy Analyst

Manitoba Keewatinowi Okimakanak is seeking a self-starting, highly motivated individual who will provide technical and policy support for the delivery and implementation of the MKO Health Program. The Policy Analyst will report directly to the Senior Health Analyst.

DUTIES AND RESPONSIBILITIES:

- Must have a good understanding of federal, provincial and regional health authority structures and processes, familiarity with related jurisdictional, policy and fiscal arrangements as they relate to First Nations
- Be knowledgeable about significant health matters related to Primary Health Care, Transportation, Health and Human Resources, Public Health, Mental Health and Chronic Disease etc.
- Participate in the development and implementation of Health Strategies and Initiatives as determined by the Senior Health Analyst
- Research and monitor existing federal and provincial health policy to conform with the needs and aspirations of MKO First Nations
- Organize MKO meetings, working groups, community engagement, and logistics as required
- Prepare briefing notes for the Senior Health Analyst
- Provide technical and policy support to the Senior Health Analyst and team
- Draft, edit and proof selected correspondence, memorandums and reports
- Ensure that all minutes and decisions related to the responsibilities of the Senior Health Analyst be recorded and brought forward for review and follow up
- Familiarity with Health Governance, Public Health, Info tech, Addictions, Land Base activities promoting health, Harm Reduction Initiative, Renal disease will be considered asset
- Be prepared to be flexible and assist in other duties where there are deadlines or unusual situations that require attention, as well as perform other related duties and special projects as assigned.

KNOWLEDGE AND SKILLS:

- Post-secondary education in the area of health, social or political science and/or three years' experience in an office environment or similar position
- A combination of education and relevant work experience will be considered
- Knowledge of health issues, health care systems, programs and services as they impact First Nations
- Excellent oral, written and communication skills
- Ability to set priorities, handle multiple tasks simultaneously, and work independently and as part of a team
- Ability to meet tight deadlines within short time frames
- Excellent organizational skills, attention to detail and follow through
- Interest in and ability to work cooperatively in a fast paced office with diverse staff
- Ability to handle sensitive and /or confidential information with diplomacy
- Proficient in Windows and Microsoft office applications including word-processing, spreadsheet, and presentation software
- Proficient in online meeting platforms, i.e. Zoom, Teams, etc.
- Must be able to travel and have a valid Class 5 license
- Proof of double COVID-19 vaccination
- The ability to speak/understand a First Nation language will be considered an asset

Interested applicants please submit a cover letter, resume and 2 references by **4:00pm on April 13, 2022 to:**

Dorothy Smith
Email: dorothy.smith@mkonorth.com
Fax: (204) 778-7655
Mail: 206-55 Selkirk Avenue
Thompson, MB R8N 0N8

We thank all applicants, only those selected for an interview will be contacted.