

De dwa da dehs nye>s Aboriginal Health Centre

“Taking Care of Each Other Amongst Ourselves”

CAREER OPPORTUNITY



Opportunity: Community Research Liaison – Part-Time Contract
Salary Range: \$20.00 per hour, plus 4% in lieu of benefits

As part of the De dwa da dehs nye>s dynamic staff team, the Community Research Liaison will act on behalf of De dwa da dehs nye>s Aboriginal Health Centre (DAHC) to support our involvement in the 5-year Mending Broken Hearts research project lead by Dr. Bernice Downey at McMaster University. This project will be looking at Indigenous Knowledge around heart health and wellbeing, as well as Indigenous women’s experiences of cardiovascular disease and their relationship with their doctors and nurses.

Findings from this project will be used to create a healthcare provider training and young Indigenous women’s/youth workshop; and can be used by communities to create culturally relevant health programming. The Community Research Liaison provides administrative support to the research project for DAHC community partner and will report to the Clinic Services Manager.

This position has flexible working hours and requires occasional travel to the McMaster campus and DAHC’s Hamilton site. This part-time position will require up to 15 hours per week, depending on project demands. Contract renewed annually based on continued funding.

Job Responsibilities:

- Compose email communications for project planning, meetings, and events.
- Maintain and organize a variety of documents, packages, and/or electronic records/files.
- Lead the coordination of participant recruitment for the Community Storytelling Circle, traditional practitioner interviews, and youth wellness workshop.
- Assist partnering health care providers/clinics with patient recruitment.
- Assist with other related duties to contribute to the overall operation of the project activities.
- Answer inquiries for community members and project participants regarding project activities.
- Provide scheduling, coordinating, planning, advertising, and booking support for meetings, interviews, and events.
- Maintain community practices and guidelines around research engagement and process.
- Ensure data and information storage respects cultural norms, safety of participants, and minimize potential harms to the welfare of the community.
- Aid in research reports and dissemination of research findings.
- Attend planning and research meetings in addition to/on behalf of community representatives.

Candidate Differentiators: *In addition to requirements for the position, the ideal candidate would also possess some of the following qualifications:*

- Any level of post-secondary education an asset.
- Previous experience in an administrative role(s) preferred.
- Proficient with computers, general office tasks, and competency with Microsoft Office programs. Comfortable working with video conferencing platforms such as Zoom, Microsoft Teams or Skype.
- Strong verbal and written communication skills.
- Previous experience in community research or event coordination preferred.
- Knowledge of and/or experience working with First Nations, Metis and Inuit communities

Assets:

- Knowledge of Indigenous language(s) an asset
- Interest in building research skills and community research capacity

Our Vision

Vibrant, healthy
Indigenous
communities

Our Mission

Improving the health
and well-being of
Indigenous individuals,
families and
communities through
wholistic Indigenous,
Traditional and
Western health care.

INTERESTED APPLICANTS

**Please submit your resume
and cover letter as your
application to:**

humanresources@dahac.ca

or

678 Main Street East
Hamilton, Ontario L8M1K2
Attention: Human Resources

Please note only **COMPLETE**
applications will be
considered.

Nya:weh to all applicants.

Only those selected for
interviews will be contacted.

**Deadline to Apply:
Friday Dec 11th 2020**

Preference is given to equal
candidates of Indigenous
Descent