



## JOB DESCRIPTION

<b>Position Title:</b>	<b>Indigenous Foods Coordinator</b>
<b>Program:</b>	<b>Health Promotions</b>
<b>Reports To:</b>	<b>MCFFI Project Manager, Executive Director</b>
<b>Date:</b>	<b>December 14, 2017 – Board Approved</b>

### Summary:

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Under general direction, the Indigenous Foods Coordinator develops plans, and implements traditional foods sessions to Indigenous community members within the Manitoulin District, and generally enhances nutritional knowledge to partnering health care providers. The program complements the Manitoulin Community Fresh Food Initiative (MCFFI). This position is dependent upon funding.

### Job Duties:

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#### **1. Develop, support and enhance Indigenous food knowledge of First Nation community members**

- Develop and coordinate workshops pertaining to traditional food sources, including foraging wild edibles, harvesting forest and freshwater foods
- Engage First Nation community members in traditional healthy eating through a marketing and promotions strategy
- Build upon existing, and develop new, partnerships, working collaboratively with various partners
- Meet with community services and healthcare providers to identify specific community nutrition needs (ie: diabetic or gluten-free diets)
- Identify community contacts and resources to enhance program content ensuring materials and processes are culturally appropriate
- Coordinate workshop facilitators to provide culturally appropriate teachings and ceremonies to service community needs
- Assist with the coordination of MCFFI workshops, community forums and other program duties as required
- Contribute to internal and external providers knowledge capacity specific to traditional foods

#### **2. Perform administrative duties in support of the organization's goals and objectives**

- Update the electronic records database with statistical information as required
- Seek ways in which to improve program and reporting mechanisms overall
- Order and distribute cultural and program appropriate teaching materials and aides to community staff
- Promote and participate in the interdisciplinary healthcare provider model of care

### **3. Perform other duties as assigned within the scope of the position**

- Engage in professional development to maintain current skills and knowledge regarding the scope of the position
- Assist in the development and implementation of the organization's quality improvement initiatives
- Network with partner agencies to improve practices, enhance services and move forward shared initiatives relevant to the position

#### **Requirements:**

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##### **Mandatory**

- Minimum two year diploma in Food and Nutrition Management or related field
- One to three years previous experience working within food and nutrition management
- One to three years previous experience providing group facilitation
- Current CPR C and First Aid Certification
- Valid Class G driver's license and have access to a vehicle

##### **Preferred**

- Experience working in First Nation communities
- Knowledge of Aboriginal teachings related to food and medicines
- Knowledge of the First Nation communities of Manitoulin Island
- Knowledge of the nutritional services within the Manitoulin Island catchment area
- Knowledge of First Nation health issues
- Understanding and sensitivity for the Anishinabe culture
- Experience working within an electronic medical records environment

##### **Skills**

- Skilled in interactive teaching techniques for groups
- Skilled in interpersonal relations
- Excellent written verbal communication skills
- Proficiency in Microsoft Office applications
- Skilled in building nutrition curriculum and programming

##### **Abilities**

- Demonstrated creativity in promoting healthy nutrition
- Strong ability to plan, organize and schedule
- Ability to provide effective group facilitation
- Ability to work with minimal supervision
- Ability to speak Anishinabemowin is an asset

#### **Work Conditions:**

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- Frequent assistance with food preparation
- Frequent standing
- Frequent travel
- Frequent interruptions within office setting
- Occasional heavy lifting
- Services are delivered within seven First Nation clinics and on-site

**Submission Requirements:**

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Applications must be submitted marked "CONFIDENTIAL" by 5 p.m. on Friday, December 15<sup>th</sup>, 2017. Please include a cover letter and contact information for three (3) work-related references.

Any inquires and documentation to be sent to:

Attn: Debbie Francis, Director of Operations  
Noojmowin Teg Health Centre  
48 Hillside Road, Postal Bag 2002  
Aundeck Omni Kaning First Nation  
Little Current, Ontario  
POP 1K0

By email: [debbie.francis@noojmowin-teg.ca](mailto:debbie.francis@noojmowin-teg.ca)