



Provincial Job Description

TITLE:
(338) Aboriginal Health Coordinator

PAY GRADE:
12

FOR FACILITY USE:

SUMMARY OF DUTIES:

Provides the link between the health care system and traditional aboriginal holistic concepts and principles (e.g., medicine wheel) to ensure the health care needs of aboriginal clients/patients/residents are met.

QUALIFICATIONS:

- ◆ Aboriginal Social Work certificate

KNOWLEDGE, SKILLS & ABILITIES:

- ◆ Basic medical terminology
- ◆ Interpersonal, organizational and communication skills
- ◆ Ability to work independently
- ◆ Ability to communicate in a First Nation language, where required by the job
- ◆ Knowledge of aboriginal culture and traditions, where required by the job
- ◆ Valid drivers license

EXPERIENCE:

- ◆ Previous: No previous experience.

KEY ACTIVITIES:

A. Liaison / Counseling

- ◆ Acts as a client advocate and provides liaison services between the aboriginal community and health care facilities/services, utilizing guidance and support from Elders.
- ◆ Meets with aboriginal patients to translate and ensure understanding of treatment and choices; communicates with health care providers.
- ◆ Provides counseling services to clients/patients/residents.
- ◆ Makes transportation arrangements for clients/patients/residents.
- ◆ Conducts follow-up visits with clients/patients/residents.
- ◆ Locates and arranges accommodation for homeless clients.
- ◆ Arranges access to traditional healers.
- ◆ Participates in family case conferences and crisis interventions.
- ◆ Arranges for traditional or community support for family.
- ◆ Obtains necessary health aids required as part of discharge planning.
- ◆ Arranges interagency referrals.
- ◆ Assists with the assessment of clients receiving rehabilitation treatment to determine if long term treatment is necessary.
- ◆ Participates in the discharge planning process to ensure continuity of care.

B. Education

- ◆ Coordinates and provides for the research, development, implementation and facilitation of educational initiatives that directly addresses the needs and health issues affecting aboriginal communities.
- ◆ Coordinates and provides education to staff in the social, spiritual and cultural aspects of the aboriginal society through cultural workshops and information sharing.
- ◆ Accesses aboriginal cultural spokespeople including Elders to participate in educational programs.
- ◆ Promotes the importance of respecting and trusting medical professionals to aboriginal people.

C. Related Key Work Activities

- ◆ Prepares and maintains facilities used for education/ceremonial sessions.
- ◆ Performs clerical duties (e.g., answer telephone, fax, file).
- ◆ Maintains statistical records.
- ◆ Provides occasional guidance to the primary function of others, including training.

DRAFT

The above statements reflect the general details considered necessary to describe the principal functions of the job and shall not be construed as a detailed description of all related work assignments that may be inherent to the job.

Any revisions of this document recommended by the Joint Job Evaluation Maintenance Committee must be approved by the Parties.

Validating Signatures:

CUPE:

SEIU:

SGEU:

SAHO:

Date: 2005

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