

## **Hoti ts'eeda Job Description**

**Job Title:** Ehkw'i gode dq Manager  
**Department:** Hoti ts'eeda NWT SPOR  
**Reports To:** Scientific Director  
**Location:** Yellowknife, NT or elsewhere in NT  
**Job Status:** Full time / 15 month term ending March 31 2023  
**Hours:** 35 / week

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### **Purpose**

"Ehkw'i gode dq" ("speaks the truth" in the Tłıchq language), will be dedicated to building on existing relationships with Indigenous governments and community leaders across the NWT, convening a concept group of Indigenous knowledge holders and health practitioners, leading the development of culturally safe communication materials, organizing and conducting engagement activities to explore local perceptions of the COVID-19 vaccine, providing analysis and insight to determine barriers to vaccine uptake, and proposing community-driven public health communication and intervention strategies that will include the concept group and health practitioners. The Ehkw'i gode dq will maintain mutually supportive and engaged relationships with designated health staff from Indigenous governments in affected communities and regions across the NWT in addition to the ongoing guidance of the concept group.

### **Scope**

Reporting to the Scientific Director, this position is located in Yellowknife and is responsible for designing and delivering culturally safe communication and information materials and activities aimed at reducing vaccine hesitancy and supporting vaccination uptake in the NT. The day to day work will require a high degree of community engagement. Project activities will be co-developed with Indigenous government partners, youth, Elders, and cultural knowledge holders, including through a concept group. The incumbent will be responsible for developing tailored culturally-specific and safe print, broadcast, and online communications to improve knowledge about the importance of vaccination, build confidence in vaccines, and address barriers to accessing vaccination services. This project will result in the creation of culturally safe communications rooted in Indigenous strengths, directed by Indigenous governments. The Ehkw'i gode dq will also develop and implement culturally-appropriate evaluation and quality improvement approaches to measure the reach and effectiveness of early engagement, communication, and networking activities.

During the Covid pandemic, the incumbent may be required to work in-office and work remotely (from home). All office equipment and supplies will be provided. The incumbent must abide by all relevant legislation and policies including the Tłıchq Agreement, and the Tłıchq Government's Administrative Policies and Procedures.

### **Responsibilities**

#### **1. Community engagement and organizing**

- Draw on an established network of community based knowledge holders and contacts to effectively engage with Indigenous communities and organizations;

- Identify key contacts and project supporters across different sectors in the NT, including community, regional, Indigenous, governments and the Government of the Northwest Territories.
- Establish, facilitate, and work with a concept group of Indigenous knowledge holders and health practitioners who will advise on culturally safe approaches, concepts, and target audiences.
- Work with communities to identify priorities related to vaccination uptake.
- Generate options and ideas for the strategic approach, content, and activities of the program.
- Lead development of community- and regionally- specific and appropriate approaches to gathering and sharing information, including development of resource material.

## **2. Project management**

- Lead all aspects of the Ekw'i gode dq project, from initiation to monitoring and reporting.
- Maintain all administrative and project records in order to provide robust reporting to meet Canadian Institutes for Health Research and Tłıchq Government requirements.
- Manage support staff and contractors to fulfill different aspects of the Ekw'i gode dq project as needed.
- Direct and oversee support staff with respect to administrative tasks.

## **3. Other**

- Participate in team workshops and meetings as requested.
- Commit to ongoing team-building, professional development, and contributing to a safe and trauma-informed work place.
- Provide accountability and transparency to supervisor and colleagues, to facilitate work flow and team work among staff.
- Exercise discretion and confidentiality.
- Work well in a small team environment.
- Work towards Hoti ts'eeda's vision, goals and structure (nwtspor.ca).
- Participate in Hoti ts'eeda projects and initiatives to provide supports in areas of expertise and experience such as project management, knowledge translation, and culturally safe communications.
- Perform all other relevant duties as required.

## **Qualifications**

Typically, the above qualifications would be attained by:

- Recognized knowledge and expertise of Indigenous cultural knowledge around health, land based wellness, and/or Indigenous health;
- Lived experience in an NWT Indigenous community or with Indigenous organizations;
- The equivalent of a Bachelors or Master's degree in any subject area;
- Established northern networks;
- Health promotion, knowledge translation, or communications experience a plus;
- Ability to speak and write in Tłıchq or any NT Indigenous language is an asset.

Open to proposals for other employment models, or agency proposals.

## **Knowledge, Skills and Abilities**

- Knowledge of and high proficiency in respectful engagement with Indigenous government leaders, Elders, and other partners.

- Excellent project management skills.
- Excellent oral and written communication skills.
- Demonstrated records management skills.
- Exceptional organizational skills and time management skills.
- Demonstrated ability to prioritize daily tasks and multi task.
- Willingness to learn new programs or company procedures.
- Ability to take direction or work independently with minimum supervision.
- Strong team working and people skills and ability to help partners and coworkers with various needs and requests.
- Experience working with Indigenous peoples and governments.

### **Working Conditions and Effort**

The incumbent may be required to:

- Work in office during the pandemic.
- Work remotely during the pandemic.
- Willing to work pre-approved overtime as required.
- Work in a busy environment with minimal supervision.
- Ability to sit for extended periods during the work day.
- Attend to focus and attend to details for extended periods of time.
- Ability to make effective decisions and solve problems.
- Adapt to flexible and changing priorities with a team environment.

### **Reporting**

The position reports to and is accountable to the Scientific Director and/or their designate.

### **Confidentiality**

The incumbent may gain knowledge of personal and/or confidential information. The incumbent will not use for his/her own benefit or gain, or divulge to any persons, firm, company or other organization, any confidential information gained as a result of this position.

### **Certification**

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_

<hr/> <p>Employees Printed Name</p> <hr/>	<hr/> <p>Supervisor's Printed Name</p> <hr/>
<hr/> <p>Employee Signature                      Date</p> <hr/>	<hr/> <p>Supervisor's Title</p> <hr/>
<p>I certify that I have read and understand the responsibilities assigned to this position.</p>	<hr/> <p>Supervisor's Signature</p> <p>I certify that this job description is an accurate description of the responsibilities assigned to the position.</p>