

# Digital Health Coordinator

First Nations Digital Health Ontario (FNDHO) is a First Nations led organization supporting digital health system transformation for First Nations Health Teams.

We are looking for new team members who are interested in helping First Nations Health Teams deliver important digital health care solutions to the people in their communities.

As a Digital Health Coordinator, you will complete a comprehensive training program developed by FNDHO to provide you with the knowledge and skills to succeed in this roll. Once your training is complete you will work directly with First Nations Health Teams across Ontario to develop and advance their digital health capacity.

You will do this by developing strong relationships with the health care teams. Through this relationship building you will share with communities the digital health tools and services that FNDHO provides along with gathering knowledge on each communities' unique needs. In collaboration with FNDHO team members and health care teams, you will develop a hands-on plan to support each community's needs.

We are looking for people with great interpersonal skills, who are self motivated and are excited to grow and evolve this roll. You will be supported by a direct supervisor and work collaboratively with other team members. You must also be capable of working independently to complete tasks and drive projects forward.

## Coordinator responsibilities

- Complete FNDHO's training program
- Support First Nation communities by building and maintaining community relationships
- Discuss and explore potential digital health solutions with assigned First Nations communities
- Design communication and engagement materials for communities
- Complete tasks that are provided from the FNDHO supervisor
- Attend and actively participate in FNDHO virtual meetings
- Assist FNDHO team members to evaluate initiatives and strategies, and collaboratively deliver programs
- Document learning and personal development
- Perform other duties as required

## Do you have these skills?

- Sensitivity to, and knowledge of, Indigenous culture, values and traditions
- Eagerness to work with communities and an interest in learning about and becoming proficient in digital tools
- Good interpersonal and communications skills, both oral and written, as well as strong listening skills

- Must be able to communicate in an effective, positive, and respectful manner in a forward-facing environment
- Ability to demonstrate critical thinking skills
- Ability to work collaboratively within a team environment
- Flexibility to adjust to dynamic work environment and adapt to change in work and technology quickly
- A detail-oriented mindset with excellent organization, problem solving and time management skills
- Ability to be proactive in seeking advice and support for issues and concerns
- Ability to demonstrate personal integrity, an awareness and an adherence to confidentiality and high standards of ethical behavior
- Self-starter and ability to work independently

## **The qualifications you need to have**

- Completion of high school diploma or greater
- In accordance with FNDHO's Hiring Policy and section 14 of the Ontario Human Rights Code, preference will be given to First Nation applicants

## **Bonus qualifications**

- Familiarity with Ontario First Nations Health Centers
- The ability to use digital technologies, such as using a browser, connecting to the internet, and keeping passwords secure
- Confident sending emails securely, downloading documents, using attachments
- Experience with MS word, Excel, Outlook

## **Additional requirements**

- Criminal record check will be required prior to job offer
- References will be required
- Must be able to receive payment by EFT
- No office space will be provided. You will need to be able to work from home in a private location
- Needs to meet varying covid and safety protocols
- Must be flexible to travel for extended periods to communities to work with the health team

## **How you will be supported**

- You will participate in a comprehensive eLearning training program
- We will supply you with the equipment and tools required to do your job
- You will work in a supportive and collaborative environment
- You will have direct oversight and mentorship
- Required travel will be paid for by the FNDHO

## Why you should apply

- FNDHO is a people first organization who employs interesting people with a wide range of skills and interests
- There are exciting growth opportunities within the organization
- Opportunity to shift skill sets and explore a variety of projects
- Opportunity to make meaningful change
- If you are nervous or feel you don't have the qualifications, apply anyway! We hire real living people who have voices and we want to hear yours. We are looking for candidates to represent all the regions of Ontario. If you are bright and curious then you can learn what you need to do this work

Share this opportunity! Don't be afraid of friends or co-workers stealing this role. We are hiring multiple coordinators. Tell a friend and it may work out that both of you will work at FNDHO. This posting will be open until we fill all five positions.

## Contract duration

One-year contract with the possibility of extension. The intention is that each coordinator will grow in this role year-over-year.

## Hours and compensation

- 35 hours per week is expected with availability during standard Ontario working hours
- \$55,000 - \$65,00 annually \*dependent on education and relevant experience

\*This is a contract position therefore no employee benefits will be provided.

## How to apply

Please send cover letter and resume to [careers@fndho.ca](mailto:careers@fndho.ca) with the subject line Resume for Digital Health Coordinator

## More about FNDHO

First Nations Digital Health Ontario (FNDHO) is an incorporated, not for profit, non-political entity. FNDHO is guided by First Nation health leads to address inequities in digital health at the First Nation level. FNDHO provides this support through four core principles: Navigation, Advocacy, Capacity Building, and Transformation.

As a First Nations led organization, FNDHO is funded by Indigenous Services Canada to support First Nations to analyze and define their health information needs and design, implement and support digital health capacity. More information about FNDHO can be found by visiting [www.fndho.ca](http://www.fndho.ca)