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## POSITION DESCRIPTION

<b>POSITION TITLE:</b>	INDIGENOUS HEALTH SKAABE
<b>DEPARTMENT:</b>	INDIGENOUS HEALTH
<b>CLASSIFICATION:</b>	INTERPRETER
<b>UNION:</b>	MGEU – FACILITY SUPPORT

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## REPORTING RELATIONSHIPS

<b>POSITION REPORTS TO:</b>	MANAGER, INDIGENOUS HEALTH PROGRAM
<b>POSITIONS SUPERVISED:</b>	NOT APPLICABLE

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## POSITION SUMMARY

To provide Indigenous patients/ residents of the Interlake-Eastern RHA a comprehensive service rooted in the 7 sacred teachings and guided by the medicine wheel teachings. The Skaabe will have an understanding of Indigenous ways to be well, walking along side patients and families during their health care experience and providing support during times of transition, with a major emphasis given to language and cultural ways of knowing, being, and healing; facilitating knowledge translation of Indigenous worldviews of health and wellness between client and staff; acting as a liaison and advocate between Indigenous clients, families, communities and the broader multidisciplinary team. This position is based in Selkirk, but travel to various sites in the Interlake-Eastern RHA may be required.

The position of Indigenous Health Skaabe functions in a manner consistent with, and supports the mission, vision and values of the Interlake – Eastern Regional Health Authority.

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## ESSENTIAL FUNCTIONS AND DUTIES

Function and duties include but are not limited to the following:

### Interpreting

- Creating and maintaining relationships between IERHA staff and Indigenous clients, families and communities within the IERHA service area to foster culturally safe and appropriate care.

- Translate vital information for the client/ resident and/ or family, as well as for health care staff.
- Able to explain medical information and terminology to help the client and health care personnel better understand their condition and to relate this to the client in culturally appropriate terms.
- Maintains confidentiality in accordance with the Personal Health Information Act (PHIA), Freedom of Information and Privacy Protection Act (FIPPA), IERHA policies and any other applicable legislation.

### **Cultural Assessment/Intervention**

- Connect with Indigenous clients as a result of referrals from the multi-disciplinary team, individual worker's identification of a need or concern, and/ or through a family or community referral guided by the principles of the medicine wheel and Indigenous understanding of health and wellness.
- Relay pertinent information to the nurse in charge.
- Ensures effective pertinent communication within the organization by charting in the client's chart, submitting documentation in an accurate and timely manner, maintain relevant records, statistics.
- Offer comfort and culturally appropriate support to Indigenous clients, and help create a more culturally safe space to facilitate any adjustments during their health care experience.
- Connect client with appropriate resources to facilitate traditional practices or ceremonies. Ex/ Elder or knowledge keeper referral
- Help create a pleasant and less stressful environment for clients.
- Assist in providing regular and appropriate stimulation and supervision to clients during their stay in the facility.
- Accompany clients to various hospital service departments in order to interpret procedures and give support.
- Participate in exchange of client information on a daily basis with multidisciplinary team.
- Participate in discharge planning meetings.
- Document each visit and specify services performed on the specified chart form, to be included as part of the client's overall record.

### **Client Advocacy**

- Act on behalf of the client as a result of a request for problem solving in facility related matters between client and/ or family, and staff.
- Refer any such problems needing intervention to the Clinical Team Manager and further review appropriate action.
- Receive and processes referrals and takes responsibility for the further investigation of the healthcare related issue of concern or complaint.
- Hear client, families and/or communities concerns and explore alternative and/or collaborative measures to resolve complaints in a culturally appropriate manner.
- Collaborate with and make referrals to appropriate health care staff and/ or program for resolution of issue of concern.
- Makes referrals as required to appropriate organization(s) and programs for issues and needs that are beyond the scope of role.
- Advocates for client safety by ensuring safe practices that are evidence based and culturally informed.

- Work toward resolving issues through applying conflict resolution and/or negotiations as applicable.

#### **Liaison/Discharge Planning**

- Connects directly with respective FN communities prior to commencement of discharge planning to allow for safe and appropriate discharge.
- Relate to other agencies in the health and social services system, as directed by the Clinical Team Manager, with respect to discharge planning, transportation, medical services, etc.
- Fosters a positive culturally sensitive experience for the Indigenous/inpatient/resident/renal client through collaborative consultation with family members, the health care team, Indigenous communities, and other service providers.
- Assists Indigenous Clients/patients with travel arrangements and other personal arrangements as required.
- Participates on committees as required.

#### **Health Education**

- Attend appropriate health education/in-service sessions in order to improve his/ her individual knowledge and skills.
- Assist with clients understanding about a specific diagnosis or treatment.
- Maintain accurate information about any interactions with client regarding knowledge translation about health, health conditions, & wellness from Indigenous cultural lens.

#### **Cultural Awareness**

- Provide a positive image of Indigenous worldview, Indigenous culture and Indigenous peoples to other health team members.
- Assist/educate facility personnel in indigenous cultural safety & awareness.

#### **Administrative**

- Carry out office duties as required, including maintenance of statistics, purchasing, client documentation, submitting monthly reports etc.

#### **OTHER**

- Performs other duties as assigned.
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#### **QUALIFICATIONS**

##### **EDUCATION/CERTIFICATION:**

- Completion of Grade 12 or equivalent.
- Indigenous traditional teachings and knowledge.
- Any experience in the Healthcare setting would be an asset.
- Counseling or mediation training would be an asset.

**REQUIRED KNOWLEDGE & EXPERIENCE:**

- Knowledge of Indigenous culture and worldviews.
- Knowledge of medicine wheel and 7 sacred teachings.
- Knowledge of the impacts of colonization on Indigenous people's health, including barriers to receiving culturally appropriate and safe care along the health care continuum.
- Knowledge of the Truth and Reconciliation Calls to Action, Calls to Justice and The United Nations Declaration on the Rights of Indigenous People.
- Ability to accurately translate and communicate in English/ Ojibway/ Cree an asset.
- Knowledge of Indigenous communities, provincial and federal services/policies ie: Health Canada (FNIH), NPTP, NIHB.
- Experience working with the Indigenous communities in a health-related field would be an asset.
- Working knowledge of Windows based programs (Microsoft Word, Excel, Outlook) and Internet.
- Good understanding of medical terminology.
- Knowledge of Rural Programs & Services within Acute Care Sites.

**SKILLS/COMPETENCIES:**

- Ability to work effectively independently and in a multi-disciplinary team.
- Ability to inter-relate constructively with staff, physicians, clients, residents and their families and communities.
- Good interpersonal and communication skills.
- Exceptional organizational problem-solving skills.
- Effective written and oral communication skills.
- Completes and maintains a satisfactory pre-employment security check.
- Valid driver's license is mandatory.

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**WORK CONDITIONS**

- The incumbent functions autonomously on a day-to-day basis and manages assigned duties accordingly.
- Will be required to travel throughout the region as duties may require.
- No hazardous or significantly unpleasant conditions.

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**WORKPLACE SAFETY AND HEALTH**

The incumbent contributes to making the organization safe for clients and staff and recognizes the importance of reporting unsafe situations and participating in follow up reviews as a learning opportunity.

- Provides a safe environment by ensuring the adherence to Workplace Safety and Health regulations and Policies and Infection Control Guidelines. Obeys all safety and health rules and follows recommended Safe Work Procedures. Informs supervisor of any unsafe acts, work conditions, incidents, near misses, injuries or illnesses immediately.

- Demonstrates a working knowledge of Workplace Hazardous Materials Information Systems (WHMIS) and adheres to procedures for handling and storing controlled substances as described in the Material Safety Data Sheets (MSDS). Uses personal protective equipment as required.
- Demonstrates understanding of role and responsibilities in fire prevention and disaster preparedness and participates in safety and health training programs including the health facility's Fire, Disaster and Evacuation Plan.

**CLIENT SAFETY**

- Participates in and demonstrates an understanding of client safety principles and practices into all day to day activities. Follows all safe work practices and procedures and immediately communicates any activity or action which may constitute a risk to client safety.

Created: September 2024  
Date

Revised: October 2024- by JB & AS  
Date

Approved by: \_\_\_\_\_  
Regional Manager/ Supervisor \_\_\_\_\_  
Date

Approved by: \_\_\_\_\_  
Executive Lead/ CEO January 22, 2025  
Date

Reviewed by: \_\_\_\_\_  
Executive Lead, Human Resources January 22, 2025  
Date

*Position descriptions assist organizations in ensuring that the hiring process is fairly administered and that qualified employees are selected. They are also essential to an effective appraisal system and related promotion, transfer, layoff, and termination decisions. Well constructed job descriptions are an integral part of any effective compensation system.*

*All descriptions have been reviewed to ensure that only essential functions and basic duties have been included. Peripheral tasks, only incidentally related to each position, have been excluded. Requirements, skills and abilities included have been determined to be the minimal standards required to successfully perform the position. In no instance, however, should the duties, responsibilities, and requirements delineated be interpreted as all inclusive. Additional functions and requirements may be assigned by supervisors as deemed appropriate.*