



Job Description: Health Research Coordinator

POSITION TITLE: Health Research Coordinator

DEPARTMENT: Health

CLASSIFICATION: MGO-06

SALARY RANGE: \$65,000.00 to 77,681.00 Per Annum

POSITION TYPE: Full-time, 1 Year Term

LOCATION: Saskatoon

ACCOUNTABLE TO: Director of Health

Brief Overview:

Under the supervision of the Métis Nation–Saskatchewan (MN–S) Director of Health and Health Research and Data Manager, the Health Research Coordinator will provide direct research support to the Health Department to help carry out the department's objectives and activities. This includes supporting internal health research led by MN–S as well as research partnerships with external groups such as the Saskatchewan Cancer Agency and researchers at the University of Saskatchewan. This position reports to the Director of Health and is based at the Métis Nation–Saskatchewan office in Saskatoon, SK.

Key Responsibilities:

- Maintains and coordinates MN–S health research relationships and partnerships with external partners such as the Saskatchewan Cancer Agency and University of Saskatchewan.
- Liaises and facilitates positive and mutually beneficial research relationships between external organizations and academics, and Métis citizens and communities.
- Actively coordinates and participates in project planning and evaluation of Métis Health Research Projects.
- Develops and implements Knowledge Mobilisation plans.
- Plans and conducts qualitative and quantitative data gathering, data analysis, and research reporting to support MN–S Health and Wellbeing policies and programs for Métis patients and their families in Saskatchewan.
- Actively participates in Métis Health Research committees and projects.
- Maintains awareness and understanding of community engagement, social determinants of health, public health trends, and patient-oriented research approaches.



- Supports the department in engaging with regional representative and Métis communities regarding their specific health and wellbeing issues and readiness (e.g., smoking cessation, alcohol moderation, healthy weight, nutrition, etc.)
- Work with MN–S Communications and Creative Design team on research project promotion, recruitment and disseminating findings.
- Develop research proposals for funding opportunities to work on different health priorities of Métis communities.
- Collaborate and work together as a team with the MN–S Health department.
- Performs other duties and tasks when assigned.

Qualifications:

- Post-secondary education or relevant experience in Indigenous/Aboriginal studies, community health, public health, social sciences, research, and/or a relevant field.
- Minimum 3-5 years experience working in research setting and/or working with Indigenous and Métis communities.
- An equivalent combination of education and/or experience may be considered, as long as it directly relates to the essential duties and responsibilities

Knowledge and Skills:

- Knowledge of Métis culture
- Excellent qualitative research, analytical, problem-solving and strategic planning skills
- Knowledge of models of Indigenous/Aboriginal health trends, governance, and issues facing Métis or Indigenous peoples in Canada
- Strong communication skills including speaking, writing, and active listening skills
- Strong computer skills (including Microsoft Word, Excel, database software, Microsoft Outlook)
- Strong time-management skills along with the ability to prioritize daily tasks, organizational skills, and effective decision-making abilities
- Willingness to work within a team environment
- Exceptional written and oral communications skills
- Excellent work attendance
- Sound problem solving and decision-making skills as well as attention to detail
- Interpersonal skills and an ability to demonstrate conflict resolution in difficult situations

Additional Requirements:

- Valid Saskatchewan driver's license and access reliable transportation
- Must undergo a Criminal Record Check with the Vulnerable Sector
- Please **submit resume, references, and cover letter to hr@mns.work by 11:59 pm on June 9, 2023.**
- Work remotely with minimal supervision.

Only candidates selected for an interview will be contacted.

