

1. IDENTIFICATION

Position No. 10-04035	Job Title Health Promotion Specialist	Supervisor's Position Territorial Director Population Health	
Department Health	Division/Region Population Health/Head Quarters	Community Iqaluit	Location Iqaluit
Fin. Code:			

2. PURPOSE

<p>Main reason why the position exists, within what context and what the overall end result is.</p> <p>The Health Promotion Specialist (Specialist) provides leadership in health and wellness promotion and supports community development. The position has a focus on health education throughout the life span (i.e. early childhood education, school-aged children and adult education). The Specialist is responsible to ensure that developed strategies are consistent with Inuit traditional knowledge within national frameworks developed in collaboration with Federal/Provincial and Territorial counterparts and/or frameworks developed by key Inuit organizations. The Specialist will also work with Department of Health (DH) community staff and others who are active in the area of community development and health promotion. The Specialist is vital to the vision of Nunavut; –developing healthy communities, and the vision of DH; shifting from treatment to prevention and promotion of wellness. The incumbent is accountable for ensuring that the main determinants of health and wellbeing are strengthened, and that opportunities for partnership within and outside government are maintained and enhanced.</p>

3. SCOPE

<p>Describe the impact the position has on the area in which it works, or if it impacts other departments, the government as a whole, or the public directly or indirectly. How does the position impact those groups/individuals, the organization and/or budgets? What is the magnitude of that impact?</p> <p>This position reports to the Territorial Director Population Health. The division of population health provides strategic direction for the development, implementation and evaluation of programs and services. The Division provides support to the regional offices and operations at the community level. This includes facilitating the development, implementation and evaluation of territorial standards, ensuring the availability of accurate information on which to make decisions, and providing expertise when requested or needed, particularly in regards to the Public Health Act.</p> <p>As the Public Health division comprises the sections of Population Health, Population Health Information, and Public Health, the incumbent will work closely with Specialists in the other divisions to ensure that sound decisions and appropriate strategic plans are made to enhance the health and well-being of Nunavummiut. This also involves working interdepartmentally, most notably with Department of Education, to advance shared priorities.</p>

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The Government of Nunavut has articulated in Tamapta a major shift from acute care to prevention and promotion services, and is committed to examining the root causes of poor physical, social and mental health, factors that are beyond the influence of a single discipline or agency. The Population Health section, working with other departments and partners will help to develop the capacity of individuals, families, and communities to accept more responsibility for their own health and well being.

The Government of Nunavut also has a commitment to ensuring the Articles of the Nunavut Land Claims Agreement are followed. To do this effectively, the Specialist collaborates with NTI and other Inuit associations and organizations.

The Specialist is intended to apply the best of recent health promotion literature and experience to a northern remote context that emphasizes the maintenance of Inuit traditional knowledge.

4. RESPONSIBILITIES

Describe major responsibilities and target accomplishments expected of the position. List the responsibilities that have the greatest impact on the organization first and describe them in a way that answers *why* the duties of the position are being performed. For a supervisory or management position, indicate the subordinate position(s) through which objectives are accomplished.

Under the leadership and guidance of the Territorial Director Population Health the incumbent will:

1. Develop effective health promotion strategies in line with the pillars of health promotion outline in the Ottawa Charter by:
 - Reviewing strategies developed by other provinces and territories and countries
 - Evaluating current practice/programs and services
 - Working with health and departmental leads to develop effective communication tools and health promotion materials
 - Evaluating activities through development of indicators that can be easily and accurately measured
 - Revising strategies as needed.
2. Support community development by:
 - Understanding the impact of existing programs and recommending ways to strengthen programs in the arena of the strategy being developed
 - Working with Community Health Development Coordinators and other regional public health staff to support community development
3. Develop a comprehensive school health approach for Nunavut by:
 - Liaising with non-governmental agencies, government departments, and other key stakeholders
 - Identifying gaps in health promotion activities for school aged children
 - Developing guidelines/frameworks for school health
 - Supporting and evaluating school health activities
4. Develop work plans and other documents as requested by:
 - Developing work plans at the start of each fiscal year, and updating as needed
 - Ensuring the ongoing work proceeds systematically, by producing updates of activities and ongoing work
 - Preparing correspondence and official documents, such as Briefing Notes

5. Be current on health promotion activities in Canada, particularly initiatives that have begun in Nunavut or that effect Inuit by:
 - Maintaining open and regular communications with Territorial Public Health Staff, Office of CMOH, and other staff, particularly those in regional or community level positions
 - Establishing and maintaining open communications with other health and social services agencies and Inuit organizations
 - Following communication protocols, communicate with media as necessary
 - Working with the communication division, review internal and external communications documents such as newsletters, journals, press releases, etc
 - Participating on, and contributing to, national work groups and advisory bodies as required
6. Deal with unexpected issues as they arise, and address these in a timely and effective manner by:
 - Adjusting work priorities as needed to reflect priority to urgent/emergent issues
 - Developing appropriate divisional, departmental or ministerial responses
 - Ensuring any issues are resolved with the collaboration of others in the department and/or stakeholders as needed and appropriate
 - Anticipating future work load and/or emerging areas and issues of concern and developing a plan to address these future needs (e.g.: new Health Canada program initiatives, student practicums, summer students, links with universities)
7. Participate in FPT and other meetings as required
 - Participate as School Health Coordinator representing Nunavut with the Joint Consortium for School Health.

KNOWLEDGE, SKILLS AND ABILITIES

Describe the level of knowledge, experience and abilities that are required for satisfactory job performance.

Knowledge identifies the acquired information or concepts that relate to a specific discipline. *Skills* describe acquired measurable behaviors and may cover manual aspects required to do a job. *Abilities* describe natural talents or developed proficiencies required to do the job.

These requirements are in reference to the *job*, not the incumbent performing the job.

Contextual Knowledge

- Theories, principles and practices of community development;
- Specialized knowledge of health determinants;
- Theories, principles and practices of communications, health promotion and wellness strategies;
- Theories, principles and practices of health education resources/program development, implementation and evaluation;
- Theories, principles and practices of evaluation methodologies specifically for health and wellness programs;
- Theories, principles and practices of epidemiology and use of statistics for prioritizing direction;
- Northern cultures, health care systems and structures;
- Applicable legislation, policies and procedures;
- Theories, principles and practices of policy development;
- Inuit Societal Values.

Skills

- Computer skills including; database, spreadsheet and work-processing software;
- Effective verbal and written communication skills;
- Strategic planning;

- Leadership skills including the interpersonal skills to inspire others;
- Organizational and strategic thinking.

Abilities

- Ability to apply broad concepts to practical community initiatives;
- Ability to plan, problem solve, to access, evaluate and set direction as appropriate;
- Ability to function in an atmosphere of constant change and ambiguity;
- Ability to adhere to established timelines;
- Ability to integrate Inuit Societal Values into all aspects of work;
- Ability to use quantitative and qualitative information for evidence – based on decision making.

The above knowledge, skills and abilities are typically acquired through;

- An undergraduate degree from a recognized university in health science, education or a related field;
- Two years related experience.
- A Master’s degree in Public Health or relate field is considered an asset.

The ability to communicate in more than one of Nunavut’s official languages is considered an asset.

6. WORKING CONDITIONS

List the unavoidable, externally imposed conditions under which the work must be performed and which create hardship for the incumbent. Express frequency, duration and intensity of each occurrence in measurable time (e.g. every day, two or three times a week, 5 hours a day).

Physical Demands

Indicate the nature of physical demands and the frequency and duration of occurrences leading to physical fatigue or physical stress.

- There are long periods where the incumbent is required to stay seated and use a computer, which can cause back and muscle strain;
- Moving and shipping of health promotion materials.

Environmental Conditions

Indicate the nature of adverse environmental conditions to which the jobholder is exposed, and the frequency and duration of exposures. Include conditions that increase the risk of accident, ill health, or physical discomfort.

- Open concept offices provide distractions

Sensory Demands

Indicate the nature of demands on the jobholder’s senses. These demands can be in the form of making judgments to discern something through touch, smell, sight, and/or hearing. It may include concentrated levels of attention to details though one or more of the incumbents’ senses.

- The incumbent is expected to spend long periods using a computer, which can cause eyestrain.
- Attention to detail is required when reviewing data and reports;
- Open concept has impact on ability to concentrate.

Mental Demands

Indicate conditions within the job that may lead to mental or emotional fatigue that would increase the risk of such things as tension or anxiety.

- Must deal with many different people.
- Tight deadlines and urgent situations, which significantly increase the stress level of the position.
- There may be some travel within and outside the territory, sometimes at short notice.

7. CERTIFICATION

_____ Employee Signature	Executive Director Population Health Supervisor Title
_____ Printed Name	_____ Supervisor Signature
_____ Date:	_____ Date
I certify that I have read and understand the responsibilities assigned to this position.	I certify that this job description is an accurate description of the responsibilities assigned to the position.
_____ Deputy Head Signature	
_____ Date	
I approve the delegation of the responsibilities outlined herein within the context of the attached organizational structure.	

8. ORGANIZATION CHART

Please attach Organizational Chart indicating incumbent’s position, peer positions, subordinate positions (if any) and supervisor position.

“The above statements are intended to describe the general nature and level of work being performed by the incumbent of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of this position”.