

1. IDENTIFICATION

Position No.	Job Title	Supervisor's Position
10-10773	Population Health Service Coordinator	Territorial Director Population Health

Department	Division/Region	Community	Location
Health	Population Health	Iqaluit	Iqaluit

FreeBalance Coding:

2. PURPOSE

<p>Main reason why the position exists, within what context and what the overall end result is.</p> <p>The Population Health Service Coordinator is the senior administrative and financial support for the Population Health Division (PHD) programs and services. This position is responsible for the coordination, administration, and financial organization of programs that PHD delivers to the territory. These programs include, but are not limited to, tobacco & cannabis, health promotion, community wellness, nutrition, and community capacity.</p> <p>The purpose of this position is to ensure that office activities and financial expenditures made by PHD are thoroughly documented, tracked, and examined. This position is responsible for providing expert guidance to PHD management in terms of budget expenditures and financial processes. The Coordinator will be responsible for the all documentation, tracking, and management of contracts with Out-of-Territory (OOT) vendors as well as In-Territory and In-Community vendors that provide contract-based supports to PHD. The position will be responsible for the coordination and organization of special events and activities.</p>
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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>The Coordinator will ensure dedicated and detail-oriented oversight of the Population Health Division budget and expenditures, including Vote 4 and Vote 1 funding. This position will ensure that all contracts and invoices originating from OOT, In-territory, and/or In-Community vendors are correctly processed and accurate.</p> <p>This position will work closely with the PHD team as well as the Department of Health (DOH) Finance section, and the Department of Finance (DOF) to ensure that all contracting and invoice payments are correctly completed.</p> <p>This position will provide the PHD with active support in information inquiries related to policy, process, and procedures as well as Government of Nunavut (GN) practices.</p>

This position will liaise with Population Health Protection, Quality of Life, Health Communications, and other groups, organizations, individuals, or bodies as required to develop and distribute resources related to PHD services.

The Coordinator will be responsible for development of work orders, coversheets, contracts as well as overseeing LCA books, reviewing all invoices, and monitoring the PHD budget and providing regular updates, statistics, and reports to the manager.

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.

Oversees financial processes, budget expenditures, financial monitoring and reporting for the Population Health Division;

- Conducts extensive verification and control processes to evaluate compliance and data accuracy, to monitor expenditures and PHD related spending, and reconciles PHD program budgets;
- Identifies and initiates corrective actions related to discrepancies in PHD accounts and/or budget;
- Provides information and financial data to assist in the drafting of PHD business cases;
- Oversees the development of requests for proposals, requests for standing offer agreements, contracts, work orders, expense vouchers, invoices, coversheets, sole source contracts, justification letters, and any other formal or procedural documents as required including, but not limited to monthly and quarterly reports at the direction of the manager;
- Evaluates all data pertaining to costs to plan budget;
- Leads the PHD budget planning and development under the Director's supervision;
- Conducts regular and routine analysis of financial records to improve budgeting, planning, and/or financial forecasting;
- Maintains diplomatic communications and relationships with all vendors;
- Maintains service contracts such as LCA books;
- Ensures adherence to all Master Service Agreements (MSAs).

Provides coordination to support the development, implementation, monitoring, and upgrading of PHD programs to improve service delivery:

- Drafts, recommends, and implements approved operational procedures, internal controls, and tools for the governing of accounting operations and other assigned services;
- Performs literature reviews and research as requested;
- Problem solves and makes prompt and appropriate decisions to support the PHD team in successful achieving the service objectives and goals;
- Develops and maintains computerised records management systems to store and process information and data;
- Oversees the coordination and organization of special events and activities;

- Complies and maintains updated employee and client records with plans, notes, appropriate forms, and/or related information including but not limited to employment and attendance records;
- Prepares documents, including but not limited to, time sheets, leave requests, travel requests, and training applications;
- Develops, prepares, and supports the delivery of orientation and training materials for new staff to assist the Director in coordinating and providing new team members with the necessary training and orientation;
- Attends meetings and records minutes.

Liases with internal and external partners to improve communication strategies and community relations:

- Acts as the primary person responsible for general inquiries for PHD information from internal and external sources;
- Prepares and distributes information documents pertaining to PHD programs and services such as Public Service Announcements (PSAs), program calendars, program summaries, new letters, and other documents;
- Collaborates with other PHD program managers to improve office efficiencies and reports any issues and feedback to the Director;
- Coordinates with Health Protection, and Health Communications to ensure the distribution of resources related to population health as well as health promotion materials and general information;
- Maintains and updates records of relevant policies and program guidelines within the DOH and other departments that intersect with PHD services and communicates these policies and program guidelines to PHD team members;
- Responds to inquiries from community members regarding PHD programs in a timely, informative, understandable, and professional manner;
- Organizes, sends, and tracks materials to Health Translations section to ensure documents intended for public distribution are available in all of Nunavut's official languages;
- This position can provide coverage for program officer and coordinator staff as needed.

Maintains a thorough and sound working knowledge by:

- Attending In-Service sessions, conducting self-directed studies, pursuing professional development activities, reviewing current relevant literature, and actively engaging in ongoing skills development and learning opportunities;
- Attending and participating in staff and committee meetings;
- Obtaining and maintaining certifications for required role competencies.

Other duties as assigned.

5. 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 behaviours 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

- Methods and techniques of financial administration including procurement, budget monitoring and development;
- Methods and techniques and office administration;
- Methods and techniques of records management;
- Methods and techniques of project management;
- Awareness of health promotion initiatives and resources;
- Inuit culture, tradition, and beliefs about healing;
- Applicable legislation, policies and procedures.

Skills and Abilities

- Ability to work independently and as a member of a team;
- Detail oriented in order to document and communicate information efficiently and accurately;
- Effective verbal and written communication skills;
- Computer skills including Microsoft, spreadsheets, database administration;
- Research skills;
- Independent decision making and problem-solving skills;
- Exemplary interpersonal skills;
- Creative thinking in order to analyse and simplify complex situations;
- Sensitivity to cultural issues and social perceptiveness;
- Ability to plan and prioritise work efficiently;
- Ability to facilitate a co-operative approach to problem solving within a multi-disciplinary team setting;
- Organizational and time management skills;
- Ability to manage highly sensitive information in a secure and confidential manner;
- Must be willing and able to participate in required training.

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

- A certificate in business administration or related field;
- Two years experience working program coordination, financial administration, project management or related experience;
- An acceptable combination of education and experience may be considered;
- The ability to communicate in more than one of Nunavut's official languages is 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.

- Sitting for long periods of time at a computer.

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.

- Works in an office environment.

Sensory Demands

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

- Prolonged attention to detail is required when preparing and reviewing documentation and financial reports.

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.

- Large and varied workload may have competing priorities and demands from various staff members;
- Regular interaction with internal and external partners including vendors.;
- Workload and deadlines may require occasional overtime.

7. CERTIFICATION

_____ Employee Signature	_____ 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”.