

MINISTRY INFORMATION			
GoA Placement	Supervisor (Calgary Intern)	Supervisor (Edmonton Intern)	HRC
Ministry: Health Department: Indigenous Health Division Branch: Partnerships and Collaboration			
Job Title: Initiatives Coordinator		Program Stream: 002	
PURPOSE	Increasing the recruitment and retention of Indigenous peoples in the public service reflects Alberta's commitment to reconciliation and responds to the Truth and Reconciliation Commission's 94 Calls to Action. The expertise, insights, and lived experiences provided by Indigenous employees also align with the vision and mission outlined in the strategic plan for the Indigenous Health Division (IHD). <ul style="list-style-type: none"> • These positions (one based in Edmonton and one based in Calgary) are valuable members of both the North and South Indigenous Community Engagement teams who will help advance the IHD's work by furthering its capacity for community engagement and outreach, and by sharing their valuable perspectives and experiences to enhance policy development and program evaluation. • These roles not only support the IHD's efforts to address health inequities but also strengthen its capacity to promote culturally informed practices and collaborative approaches to health care across the province. • The Alberta Indigenous Intern Program reduces barriers to employment in the public sector while offering opportunities for professional development. • Interns will gain valuable insights into government policy, procedure, and operations, with a specific focus on Indigenous Health and engaging with Indigenous communities. • Interns will develop additional engagement and collaboration skills during their placements with Indigenous organizations. 		

RESPONSIBILITIES & ACTIVITIES - 1	<p>Collaborate internally/externally to support branch and divisional activities and initiatives.</p> <ul style="list-style-type: none"> • Coordinate meetings, including planning, scheduling, and meeting package development. • Provide ongoing information and feedback to Indigenous engagement tables and working groups. • Draft responses to requests for information on programs or engagements. • Monitor program progress to ensure timelines are met. • Attend alongside Indigenous Health Programming Branch on various committees and task groups within Alberta Health and the GoA.
RESPONSIBILITIES & ACTIVITIES - 2	<p>Provide information and analysis to support branch and divisional decision making.</p> <ul style="list-style-type: none"> • Conduct literature reviews and environmental scanning activities. • Update and extract information from program databases. • Support the preparation of background and briefing packages. • Assist in the development and implementation of evaluation activities.
RESPONSIBILITIES & ACTIVITIES - 3	<p>Support the branch, division, and unit on strategic initiatives.</p> <ul style="list-style-type: none"> • Advance projects related to key government initiatives. • Foster continuous improvement of unit operations through effective working relationships with partners both internally and externally. • Contribute to successful initiatives by assisting with the identification of potential impacts and implications of government programs or policies
RESPONSIBILITIES & ACTIVITIES - 4	<p>Other related duties as assigned by management which support the purpose of the job without expanding the complexity of main responsibilities.</p>
SCOPE	<p>Application of <i>Systems Thinking, Creative Problem Solving, Agility, and Developing Networks</i> to:</p> <ul style="list-style-type: none"> • Work with internal/external partners to gather and exchange information and collaborate on projects. • Analyze trends and projections and apply relevant government processes and methodologies to complete assigned work. • Identify solutions within existing relationships, agreements, policies, legislation, processes, and guidelines, with guidance from unit colleagues and management. • Meet the diverse needs of partners while maintaining Branch and Ministry standards and guidelines.
KNOWLEDGE, SKILLS, & ABILITIES - PRACTICAL	<ul style="list-style-type: none"> • Lived experience as an Indigenous person. • Capacity to foster trusted and dependable working relationships with other jurisdictions, and partners. • Organizational and time management skills with the ability to complete multiple, competing priorities and deadlines. • Experience collecting, processing, and synthesizing complex data for information reporting and sharing. • Demonstrated political acumen in relationship-building and diplomacy in written/oral communication. • Ability to address issues proactively by maintaining open lines of communication while drawing on good judgement and collaborative consultation with their team and manager.
KNOWLEDGE, SKILLS, & ABILITIES -	<ul style="list-style-type: none"> • Knowledge of First Nations, Métis and Inuit organizations, community, governance, engagement, and culture.

THEORETICAL

- Familiarity with the Alberta health care system and current challenges, strategic initiatives and the service gaps facing Indigenous Albertans.
- Familiarity with the government decision-making processes.
- Foundational understanding of government/division/branch policies, programs, legislation, initiatives, business plans, and strategic direction.

