

ROLE DESCRIPTION, for the position of

INDIGENOUS CULTURAL SAFETY COORDINATOR, BC CENTRE ON SUBSTANCE USE (BCCSU)

SUMMARY OF ROLE RESPONSIBILITIES

Within the context of a client and family centred model of care and, in accordance with the Mission, Vision and Values, and strategic directions of Providence Health Care and the BC Centre on Substance Use, the person promotes a safe, respectful, and civil working environment for patients, residents, families, visitors and staff.

Reporting to the, Director, Strategic Initiatives and Special Projects, the Indigenous Cultural Safety Coordinator is responsible for supporting the commitment to advance cultural humility and the practice of cultural safety at the British Columbia Centre in Substance Use (BCCSU). The role will involve supporting the ongoing development and implementation of the BCCSU's Indigenous Cultural Safety Framework and training programs under the leadership of the Director, Strategic Initiatives and Special Projects, in a way that is relevant to the values and strategic directions of the BCCSU with the goal of enhancing the BCCSU's mandate to develop, help implement, and evaluate evidence-based approaches to substance use and addiction in a culturally safe manner.

The BCCSU has committed to a partnership with First Nations Health Authority (FNHA) that includes helping to support and embed the strengthening of cultural safety and the practice of cultural humility in all recommendations, strategies, and initiatives of the BCCSU.

ORGANIZATION

The British Columbia Centre on Substance Use (BCCSU) is a provincially networked organization with a mandate to develop, help implement, and evaluate evidence-based approaches to substance use and addiction. As a research centre of Providence Health Care Research Institute and a University of British Columbia Faculty of Medicine Centre, the BCCSU's vision is to transform substance use policies and care in BC by translating research into education and evidence-based care guidance. By supporting the collaborative development of evidence-based policies, guidelines and standards, the BCCSU seeks to improve the integration of best practices and care across the continuum of substance use, thereby serving all British Columbians. The BCCSU seeks to achieve these goals through integrated activities of its three core functions: research and evaluation, education and training, and clinical care guidance.

The BCCSU values and respects all members of its communities, each of whom individually and collaboratively make a contribution to transforming care, education, training, and research in this area.

ROLE RESPONSIBILITIES

1. Supports the development and implementation of Indigenous Cultural Safety education in collaboration with the FNHA, VCH Aboriginal Health, community partners and other Aboriginal specific service providers.
2. Supports and participates in the development and critique of guidelines/policies, systems and instruments to support the achievement and maintenance of Indigenous cultural safety in all recommendations, strategies, and initiatives of the BCCSU.
3. Facilitates and contributes to developing the curriculum required for the in-house training to improve the cultural competencies of all BCCSU staff.

4. Collaborates and supports the development of all training with colleagues across all three pillars of the BCCSU to ensure appropriate staff development and participation in education, and that the Indigenous Cultural Safety lens is applied to the development of all initiatives and programs.
5. Acts as a resource and most reliable informant to BCCSU staff, provides support to address specific Cultural Safety training needs (i.e., Trauma Informed practices, Decolonizing Addiction, Indigenous Harm Reduction and working with the Director, Strategic Initiatives and Director of Research on Indigenous methodology and pedagogy).
6. Working collaboratively with the Urban Health/Aboriginal Health Team at PHC, VCH Aboriginal Health, First Nations Health Authority, Elders, Aboriginal community partners and other internal/external stakeholders to support the BCCSU goal of enhancing the mandate to develop, help implement, and evaluate evidence-based approaches to substance use and addiction in a culturally safe manner.
7. Tracks progress, monitors and reports on the status and major issues/obstacles encountered. In collaboration with the Director, Strategic Initiatives, identifies and supports resolution to problems or barriers.
8. Maintains an understanding of schedule(s), deliverables, and commitments as set out in the development and implementation of the Indigenous Cultural Safety Framework. Executes according to plan ensuring the successful and coordinated completion of all components.
9. Communicates development and implementation status and contributes to positive working relationships with all stakeholders.
10. Prepares reporting materials, including written reports, briefing documents, and presentations. Monitors period, quarterly, mid-year and year-end budget expenditures and reports variances.
11. Plans and manages logistics for meetings, ranging from small team meetings to large stakeholder meetings and training sessions, including management of catering, facilities, preparation and delivery of materials and presentations, producing meeting agendas, minutes, and summaries, and follow-up.
12. Performs other related duties as required.

QUALIFICATIONS

Education, Training and Experience

A level of education, training and experience equivalent to an undergraduate degree in Education or Master's Degree in Adult Learning, or a related discipline. Three (3) years' recent, related experience in coaching, mentoring, training, conflict resolution and provision of facilitation of Indigenous cultural competency curriculum and training including two (2) years' experience working for an Indigenous organization/program that includes interacting and developing relationships with Indigenous people and Indigenous communities as well as government agencies and ministries. Extensive understanding and knowledge of Aboriginal culture and specifically Vancouver region's First Nation's cultures.

Skills and Abilities

- Knowledge and understanding of Indigenous Culture and History in BC and Canada.
- Knowledge and understanding of the social determinants of health for Aboriginal people in Canada.
- Demonstrated ability to communicate effectively both verbally and in writing.
- Demonstrated highly specialized skills in assessing and managing conflict in often cross cultural, emotionally charged, and complex learning environments.
- Demonstrated ability to work in Aboriginal communities and build positive and mutually beneficial relationships.

- Demonstrated ability to lead, problem solve, and utilize team building skills.
- Demonstrated ability to be self-directed, work independently and collaboratively in a work environment.
- Demonstrated ability to deal with cultural issues sensitively.
- Demonstrated ability to design education material and lesson plans.
- Demonstrated ability to facilitate cultural safety training.
- Ability to utilize strong interpersonal skills to deal with others effectively including strong critical thinking and problem solving skills.
- Demonstrated ability to teach, coach and mentor all levels of staff.
- Commitment to ongoing professional development.
- Proven ability to work well under pressure, either related to deadlines or unforeseen circumstances.
- Ability to operate related equipment, including computer hardware and software.
- Physical ability to perform the duties of the position.