



“TOGETHER WE WILL CONTINUE TO BUILD A STRONG MÉTIS NATION”

The Edmonton Head office for The Métis Nation of Alberta (MNA) is recruiting for a full time permanent **Health and Wellness Manager**. The Health and Wellness Manager reports to the Director of Intergovernmental Relations.

Position Summary

The Health and Wellness Manager is responsible for working with members of the Métis community, Alberta Health and the Public Health Agency of Canada to report on Métis specific health data, and identify and assess the availability of services related to chronic disease management and prevention. In this position, the Health and Wellness Manager will develop and execute program plans, by performing duties such as evaluating existing and new data collections and disseminating research findings to relevant partners.

Key Duties & Responsibilities:

- Participate in the analysis and dissemination of surveillance findings related to the program.
- Inform and seek feedback from Métis community members, stakeholders and local health authorities on current chronic disease management and prevention services.
- Work collaboratively with various stakeholders to explore chronic disease surveillance priorities and access opportunities.
- Work with members of the MNA management team to formulate policy and program recommendations.
- Engage appropriate government officials in discussions to working toward a cooperative and collaborative framework for chronic disease surveillance initiatives.
- Assist in the preparation of various materials, such as briefing notes, presentations, summaries and papers.
- Communicate surveillance findings with external stakeholders at local, provincial and federal level.

Skills Knowledge and Qualifications:

- Data analysis and data management experience.
- Writing skills with competence in preparing reports.
- Formulate recommendations for appropriate intervention strategies based on surveillance data.
- Listen, interpret and convey information and opinions of diverse audiences to various stakeholders.
- Knowledge of standard software packages, spreadsheets and communication software.
- Related university degree in health sciences, social sciences or statistics.

To apply for this position, please submit resumé and cover letter stating salary expectations to:

Sara Parker, Director of Intergovernmental Affairs
100-11738 Kingsway Avenue
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Email: sparker@metis.org