



3250 Schmon Parkway, Unit 1B
Thorold, Ontario L2V 4Y6
1 (888) 514-1370

Posted: August 8, 2024
Closed: September 7, 2024

EXTERNAL JOB POSTING

Eye Health Worker

OFFICE LOCATION: IDHC has a virtual work environment with a Head Office in Thorold. The successful candidate may work anywhere in the Ontario Eastern region providing they are able to attend in-person meetings and events in community and at head office as required.

START DATE: ASAP

HOURS: 8:30 a.m. – 4:30 p.m. Full-Time (9-month contract)

IDHC is committed to providing and promoting a healthy lifestyle with a focus on the prevention and awareness of diabetes issues. IDHC will make every effort to recruit Indigenous candidates for all available positions. In addition to academic qualifications and professional background, IDHC will consider relevant life experience and personal healing journeys.

Reports to: Client Services Manager

Department: Client Services Department

Team: Programs

Primary Objective:

The Indigenous Diabetes Health Circle (IDHC) and Vision Loss Rehabilitation Canada (VLRC) have partnered to ensure increased access to Diabetic Retinopathy screenings for the Indigenous community.

The Eye Health Worker is responsible for the continued development and implementation of the Eye Health Screening Initiative (EYE TIPS: Earlier You Examine = Treatment = Increased Prevention of Sight-loss) within the Eastern region of Ontario.

The primary objectives of this role are:

1. Promotion and partnership
2. Training and implementation
3. Scheduling and coordination
4. Research, evaluation and development

Key Responsibilities:

Program Promotion and Partnership

- Develop and disseminate culturally safe and appropriate promotional program materials and informational resources, as they relate to eye health.
- Promote the eye health screening initiative throughout Indigenous communities and organizations that service Indigenous Peoples across eastern Ontario (examples include via webinars, attending conferences, virtual and in-person meetings and eye health program delivery and screenings). These activities may involve monthly travel.
- Coordinate, lead, involve and update the Eye Health Community Engagement table (examples of responsibilities include but not limited to agenda, minutes, resource review and research).
- Engage, develop, and sustain Indigenous community-based partnerships and other stakeholders that can contribute to program outreach and sustainability.



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- Develop and maintain an electronic contact database/resource of eye health partners.
- Support CRM implementation, data collection and reporting initiatives, contributing contact data monthly.
- Provide updates regarding upcoming scheduled events with reasonable lead times to Director of Operations for IDHC website and social media.

Training and Implementation

- In conjunction with VLRC partners, provide training to frontline health workers (FLWs) working with Indigenous communities. Training includes but is not limited to:
 - how to use the fundus camera
 - how to upload image via specialized software
 - how to complete the eye chart assessment
 - how to complete program forms
 - how to conduct the referral processes
- Deliver FLW refresher training, as well as support for the initial eye health community screening day, to help ensure program success.
- Be available to help answer questions from FLWs regarding the camera, associated software and to troubleshoot minor issues.
- Develop training materials and resources, including webinars and online resources.

Scheduling and Coordination

- Manage the eye health screening community schedule and equipment rotation, with a focus of minimizing “downtime” within the program (the camera should be in use as much as possible).
- Ensure all program materials (camera, laptop, and promotional materials) are shipped to the relevant community in accordance with schedule.
- Ensure shipment of program promotional materials and eye health kits to conferences.
- Manage the waitlist for the program, as needed.
- During conferences manage registration for eye health appointments for attendees.
- Act as a resource and team player when needed and perform other duties and responsibilities designated by the Client Services Manager.

Research, Evaluation and Development

- Working closely with the Knowledge team, support training development that would result in formal certification of FLWs.
- Manage surveys at conferences and in community and analyze and review responses making adjustments to service delivery based on survey feedback.

General Responsibilities

- Deliver awareness and wellness presentations that contribute to the prevention of diabetes and ownership of eye health.
- Complete data reports, monthly and quarterly narratives and briefs, as required.
- Attend regular department/organizational staff meetings.
- Identify and participate in relevant training to effectively perform duties.
- Develop annual work plan, and potentially, budget.
- Act as a resource and team player when needed and perform other duties and responsibilities designated by the Client Services Manager.

Public Relations

- Adhere to professionalism in representing the organization at all times.
- Recognize and respect distinct cultures and community needs, at all times.

Standards of Performance



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- Work toward the IDHC's overall mission whilst respecting the IDHC's values.
- Adhere to all policies and procedures.
- Maintain the IDHC's Code of Confidentiality.
- Work collaboratively with others as a team member
- Address conflict in a positive and open manner.
- Reflect a healthy and positive attitude when interacting with community and staff.

Qualifications:

Education

- Bachelor's Degree in a health-related discipline or an acceptable equivalent combination of education and experience.

Experience

- Relevant experience working with Indigenous communities/organizations in a health-related setting.
- Experience in the development, delivery, and implementation of culturally safe and appropriate programs and services.
- Minimum of 4 years of experience in the conceptualization, development, delivery, and evaluation of health-related educational programming, ideally focused on diabetes.

Professional Designations and/or Licenses

- Cultural Safety certification required through San'yas Indigenous Cultural Safety Training or another recognized program.

Knowledge, Skills and Abilities

- Understanding of the impact of diabetes on individuals, families, and communities.
- Knowledge of healthy lifestyle approaches to diabetes with an Indigenous lens.
- Knowledge of, or background in, Indigenous communities, culture, organizations, Indigenous health and diabetes is an asset.
- Experience in applying health promotion principles, practices, and frameworks to the development of educational programming.
- Demonstrated ability to navigate sensitive issues.
- Experience in delivering/facilitating workshops and educational sessions.
- Experience in creating learning outcomes, content, and evaluation tools for workshops, trainings, and other educational modalities.
- Ability to manage multiple projects, priorities, and deadlines, with an eye for detail and organization.
- Excellent oral, written and client communication skills.
- Proven leadership, teamwork and problem-solving skills.
- Ability to fulfill IDHC's standards and values when performing scheduling tasks.
- Experience with CRM utilization (or willingness to be trained).
- Computer competency with working knowledge of Microsoft Office 365 (Word, Excel, and PowerPoint).
- Display kindness and be open to making scheduling accommodations for clients or staff.

Working Conditions:

- Work in a safe and suitable office environment exposed to mid to high level computer use, frequent contact by email, phone and in person.
- Travel is required and will take place during winter months.



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- Varied demand for decisions and/or action to be taken.

Working Hours:

- Office hours are Monday-Friday, 8:30 am – 4:30 pm. (Contract end date: March 31, 2025).
- Able to work evenings and weekends as required.
- Travel may be required for evening or weekend events and overnight(s) to attend meetings outside of the office.

Salary Range:

\$53,000 – 61,000

How to Apply: Please submit your cover letter, resume, and references no later than **September 7, 2024**, via email to IDHC Human Resource Manager officemanager@idhc.life.

In accordance with Ontario Human Rights Code, Accessibility for Ontarians with Disabilities Act, 2005, IDHC will provide accommodation in all parts of the hiring process.

Applicants need to make their needs known in advance to officemanager@idhc.life.

Following the completion of the initial interview screening process, candidates who are selected for an interview shall be contacted by telephone or email to confirm their attendance at an interview. No notice need be given to the candidates who were not selected for an interview.