



MANITOBA MÉTIS FEDERATION

POLICY AND HEALTH INFORMATION MANAGER

MAY 14, 2024

Posting #24-12-003

The Manitoba Métis Federation (MMF) is the National Government of the Red River Métis - also known as the Manitoba Métis. The Red River Métis are Canada's Negotiating Partners in Confederation and the Founders of the Province of Manitoba.

The MMF seeks to fill **one full-time Policy and Health Information Manager** position within our **Health and Wellness Department** located at 200 Main Street in **Winnipeg, MB**. The Policy and Health Information Manager will be required to supervise and administer the conduct of research, analysis, and reporting on a range of health and wellness issues with respect to health policy, health information, and health programming.

Job Duties/Competencies:

- Collaborate with others on the development of health policy, health information management, and programming;
- Participate in the design, development, analysis, and evaluation of various components of Métis health policy and legislation;
- Assist with research and analysis of a broad range of Health and Wellness issues to assist in identifying their implications as they relate to the adaptation of health and wellness programs and services;
- Facilitate the collection and review of data through the surveys and consultation initiatives;
- Supervise literature reviews and environmental scans in support of projects;
- Attend seminars and other meetings as they relate to the projects;
- Ensures an ethical health information management environment is maintained including accurate processes to maintain confidentiality and privacy.

Skills and Qualifications:

- Graduate Degree in Health or Social Science, Social Services, or relevant field, and/or equivalent experience and training may be considered;
- Experience negotiating and administering contracts is essential;
- Experience in report writing, proposal development, policy analysis and review;
- Experience with quantitative/qualitative, surveys and community-based research methods;
- Proficient in Microsoft Office: Word, Excel, Outlook, and PowerPoint;
- Strong communication, organizational, interpersonal and time management skills;
- Experience working for a not-for-profit organization and Indigenous community is an asset;
- Knowledge of Métis culture, MMF programs and services is a definite asset; and,
- Ability to travel, valid Manitoba Driver's license with access to a reliable vehicle.

We offer a comprehensive benefits package including; health, dental, vision, pension, and vacation.

Please submit your resume and cover letter, referencing the job posting number by Tuesday, May 28, 2024.

The MMF requires a satisfactory criminal record check prior to commencement of employment. The MMF will accept existing criminal record checks if dated within 3 months of your start date. Obtaining this document is not a guarantee of employment.

Preference will be given to qualified Métis applicants and they are encouraged to self-identify on their cover letter. The MMF encourages internal applicants to apply for career opportunities within our Government.

MMF Human Resources Department
300-150 Henry Ave
Winnipeg, Manitoba R3B 0J7
Email to: jobs@mmf.mb.ca
Fax to (204) 947-1816

All our job postings can be found at: www.mmf.mb.ca.