



BIGSTONE HEALTH COMMISSION

EMPLOYMENT OPPORTUNITY

COMMUNITY RESPONSE RESEARCHER ONE (1) TEMPORARY FULL TIME POSITION (UP TO ONE (1) YEAR WITH THE POSSIBILITY OF EXTENSION) WABASCA, ALBERTA

The Bigstone Health Commission in Wabasca, Alberta is seeking a highly detail-oriented Community Response Researcher who is self-motivated, has strong analytical and organizational skills, demonstrates initiative; using extensive research methodologies, you will perform detailed research in your assigned field, analyze the gathered data, to join our team. You will play a vital role in sourcing and extracting valuable information. This opportunity will support the efforts of the Truth and Reconciliation; Calls to Action that will assist with the Residential School burial project of the two former Residential School located in Wabasca.

Responsibilities:

- Provide support and assistance to the Community Response Team
- Excellent communication (both verbal and written)
- Liaising with partners including Indigenous and historical consultants, as needed
- Ability to multi-task and proactively take initiative across numerous tasks within the project
- Determine areas of research to increase knowledge in a particular field
- Identify sources of funding, prepare research proposals/grants and submit funding applications
- Design surveys, questionnaires, polls, etc. specific to research requirements
- Collect, record and analyze data.
- Interpret data analysis results and draw inferences and conclusions
- Organize and maintain research databases
- Perform fieldwork, interviews, concept tests, etc. to gather data
- Present research results to the Community Response Team, Survivors and other Stakeholders
- Use research results to write reports, papers and reviews and present findings in journals and conferences
- Collaborate with research teams, industry stakeholders and government agencies.
- Demonstrated ability to perform detailed work accurately and timely, with minimal supervision and as part of a team
- Assist with the research and development of educational materials
- Gather local knowledge and conduct local research about missing children and the location of burials
- Ensure sensitivity in following all proper traditional protocols
- Knowledge and understanding of Residential School history in Canada
- Maintain absolute confidentiality and discretion is imperative
- Maintain compliance with all policies and procedures
- Excellent computer proficiency (MS Office – Word, Excel, Outlook)
- Ability to travel
- Other duties as requested

Qualifications:

- Post-Secondary Degree in Anthropology/Archaeology, Native Studies, History or Archives, Health-related fields, or related fields from a recognized institution, Land-use or Consultation or equivalent experience
- Ability to speak Cree is considered an asset
- All immunizations must be up to date
- Current Certificates in: CPR Level C, First Aid, TDG and WHIMIS or willing to take training.
- Valid Class 5 Driver's License

Submission must include updated:

- ✓ **Criminal Record Check, Vulnerable Sector Check**
- ✓ **Child and Youth Intervention Check**
- ✓ **Three work related references**

Salary will commensurate with experience and qualifications. Send Cover Letter, Resume, and Criminal Record Check along with 3 work related references to:

Bigstone Health Commission
Human Resources Department
Box 1020 Wabasca, Alberta T0G 2K0
Fax: 780-891-4010

Email to: bhcresumes@bigstonehealth.ca

Closing Date for this Employment Opportunity will be: **Until a Suitable Candidate is Found**
Applicants are thanked in advance for their interest however, only those selected for an interview will be contacted.

Vision: To revive, strengthen and protect members' treaty rights to health and to enhance the quality of life of members and others living on Bigstone Traditional lands.