



NON-CONTRACT ROLE DESCRIPTION

JD5774

ROLE TITLE:	Indigenous Employee Experience Advisor	ROLE DESCRIPTION NO.:	5774
DEPARTMENT:	Cultural Safety & Humility, Indigenous Health, Diversity, Equity & Inclusion	HEABC REFERENCE NO.:	18721826
REPORTING TO:	Manager of Indigenous Recruitment & Retention	HSCIS CODE:	03099
CLASSIFICATION:	NCEM/Range 7	JOB CODE:	91779

ROLE SUMMARY

In accordance with the Vision, Purpose, Values, and strategic direction of the Vancouver Island Health Authority (Island Health) patient and staff safety is a priority and a responsibility shared by everyone; as such, the requirement to continuously improve quality and safety is inherent in all aspects of this position.

The Indigenous Employee Experience Advisor (IEEA) role is an integral part of the Indigenous Recruitment & Retention team and involves offering specialized services tailored for Indigenous employees to promote a positive Indigenous employee experience. These services are grounded in a practical understanding of Indigenous-specific anti-racism and Indigenous Cultural Safety & Humility, with the overarching goal of increasing Indigenous representation in the healthcare sector and fostering a thriving Indigenous employee workforce at Island Health.

Working closely with the Manager of Indigenous Recruitment, the broader Indigenous Recruitment and Retention and Indigenous Health Team, and corporate partners such as Diversity, Equity, and Inclusion (DEI), HR, Compensation & Classification, and Respectful Workplace, the IEEA plays an instrumental role in advancing the development, delivery, and enhancement of Indigenous-focused employee retention practices and procedures. These efforts are geared towards facilitating the establishment of safe, culturally appropriate workforce policies and processes that yield positive outcomes for Indigenous employees. This involves ensuring that Island Health policies, practices, and campaigns align with and promote Indigenous-specific anti-racism, Indigenous Cultural Safety & Humility and Relational Practice to support a thriving Indigenous workforce at Island Health. In addition, the IEEA will collaborate with the Indigenous Employment Advisors to ensure that internal Indigenous employees at Island Health receive necessary support during career and team transitions, especially those who may be encountering racism or adversity in their current roles.

The IEEA role is also dedicated to supporting Island Health in the implementation of the Indigenous-Specific Anti-Racism (ISAR) Workforce policy. This policy outlines procedures for reporting and resolving incidents of Indigenous-specific racism and discrimination within Island Health's workforce aimed at creating a Zero-tolerance Environment for Indigenous-specific Racism and Discrimination while fostering a 'Speak-up' Culture. Additionally, this role involves taking an advisory approach in developing programs and supports that enhance the Indigenous Employee Experience. This includes initiatives designed to create a positive Indigenous employee experience through various means, such as fostering Indigenous employee networks, creating internal newsletters, and delivering specialized programming. Collaborative efforts within the Indigenous Health team and other portfolio teams across Island Health are essential in developing and delivering an Indigenous Employee Community of Practice.

The IEEA role is crucial in helping Island Health retain Indigenous employees to better reflect the diverse Indigenous communities it serves ultimately contributing to a more sustainable healthcare system. To effectively fulfil these responsibilities, the IEEA must demonstrate a deep understanding of the specific needs of client groups, initiatives, Indigenous-specific anti-racism, Cultural Safety & Humility, anti-racism efforts, trauma-informed practices, Diversity, Equity, and Inclusion principles, as well as human resource issues. This understanding enables them to respond effectively to inquiries from leaders, employees, applicants, and Indigenous communities while ensuring the consistent application of relevant policies, collective agreements, and employment terms and conditions.

DUTIES AND RESPONSIBILITIES:

1. Advance Indigenous-specific Anti-Racism and Indigenous Cultural Safety Initiatives: Advise regarding the development and implementation of specific strategies to eliminate Indigenous-specific racism and discrimination within Island Health, aligning with Island Health's Purpose, Vision, and Values.
2. Support Indigenous Employee Experience Across the Lifecycle: Serve as a central advocate and Advisor for Indigenous staff, leaders, business partners, and the People portfolio, providing guidance to enhance the Indigenous employee experience from recruitment through retirement.
3. Support Policy and Resolution Pathway Management: Working alongside Respectful Workplace, Employee Experience, HR, and Indigenous Health Leadership, promote the effective implementation of the Indigenous-specific Anti-Racism Workforce policy, advocating for consistent reporting and resolution procedures to support Indigenous employee experience.
4. Provide specialized support for Island Health's Indigenous-specific Racism and Discrimination Resolution Pathway, collaborating with Respectful Workplace, HR, Labour Relations and Indigenous Health to promote a Zero-tolerance Environment for Indigenous-specific Racism and Discrimination. Co-develop and report on related metrics. Create feedback mechanism for continual feedback and improvement. Advise on restorative pathways to resolutions to support Indigenous employee experience.
5. Promote a 'Speak-up' Culture: Encourage and support staff in speaking up against Indigenous-specific racism and discrimination. Establish safe spaces within Island Health where individuals feel empowered to report incidents and provide timely feedback.
6. Indigenous-Centred Approach: Ground actions in Indigenous Rights, Cultural Values, and Traditional Protocols, ensuring that all initiatives respect and honour Indigenous perspectives. Maintain a proactive Indigenous-centred approach in all interactions and initiatives.
7. Cultural Humility and Anti-Racist Practice: Foster Cultural Humility by setting an example through personal practice and promoting it across the organization. Encourage Indigenous-specific anti-racist practices, emphasizing the importance of speaking up against racism.
8. Trauma-Informed and Strengths-Based Approaches: Implement trauma and violence-informed approaches, recognizing the potential trauma associated with incidents of racism and discrimination. Leverage strengths-based approaches to empower Indigenous staff and leaders.
9. Knowledge Enhancement and Education: Continuously build knowledge and awareness of Indigenous-specific issues and wise and best practices through education and training. Develop and maintain collaborative and effective working relationships with various Indigenous and non-Indigenous external partners. Collaborate with the Cultural Safety and Humility team to facilitate educational opportunities for staff to increase their understanding of Indigenous-specific racism, Cultural Safety & Humility and Relational Practice.
10. Program Development and Leadership: Advise regarding the development and execution of Island Health programs aimed at enhancing the Indigenous Employee Experience, including Indigenous employee networks, newsletters, and specialized initiatives. Collaborate closely with Indigenous Health to create and deliver the Indigenous Employee Community of Practice.
11. Collaboration and Teamwork: Actively participate in working groups, special assignments, projects, and events to promote Indigenous equity and inclusion across Island Health. Collaborate with Labour Relations, Respectful Workplace and HR teams to ensure the safe and effective application of policies, collective agreements, and terms and conditions of employment.
12. Indigenous Thought Leadership and Guidance: Provide advice and guidance in situations requiring a thorough understanding of Indigenous-specific anti-racism, Indigenous Cultural Safety & Humility, and relational practices. Ensure alignment with legislative obligations and provincial commitments while making decisions through collaborative, Indigenous-centred problem-solving and independent judgment.

QUALIFICATIONS:

Education, Training And Experience

- A level of education, training and experience equivalent to a Bachelor's degree or higher in a field related to Indigenous Studies, Indigenous Health, or Human Resources, plus three (3) to five (5) years in a large multi-union healthcare environment. Equivalent and combined levels of experience through working in Indigenous organizations and communities are strongly considered.
- Preference will be given to Indigenous applicants. Lived experience as an Indigenous person and a deep understanding of Indigenous cultures, traditions, and the unique challenges faced by Indigenous employees in the healthcare sector is essential.
- Demonstrated thorough knowledge of Indigenous cultures, histories, rights, and traditional protocols and Indigenous perspectives. A comprehensive understanding of Indigenous-specific anti-racism, and Indigenous Cultural Safety and Humility is imperative, along with a clear grasp of their significance and application in healthcare and employment settings. Expertise in Indigenous-centred approaches and principles to resolution and healing is essential to, ensuring that their work is firmly grounded in Indigenous values and perspectives.
- A proven track record of leadership in initiatives that enhance the Indigenous employee experience. This entails a history of developing and implementing strategies that improve the well-being, safety and inclusion of Indigenous staff. Well-versed in the effective implementation and management of policies related to Indigenous-specific racism and discrimination, with a particular focus on reporting and resolution procedures. Strong relational and collaboration skills to work with cross-functional teams, including Labour Relations, HR Services, and Indigenous Health.

Skills And Abilities

- A high degree of empathy and compassion when working with Indigenous staff, community members, and partners. The position requires skills in building relationships, fostering trust, and promoting collaboration among diverse groups. Deep commitment to advancing Indigenous-specific anti-racism, equity, inclusion, and Indigenous cultural safety are central priorities for the IEEA role. Dedication to creating a workplace culture that is free from Indigenous-specific racism and discrimination is essential to this role.
- Coaching experience is an asset. Working knowledge of standard human resource policies and practices and related employment legislation an asset. Ability to use related equipment including HR information systems, word processing, spreadsheet, database and internet tools.
- Commitment to upholding the shared responsibility of creating lasting and meaningful reconciliation in Canada as per TRC (2015) and BC's Declaration on the Rights of Indigenous Peoples Act (2019).
- Knowledge of social, economic, political and historical realities impacting indigenous communities and familiarity with Indigenous Cultural Safety and anti-racism and accompanying reports (BC DRIPA, TRC, In Plain Sight, MMIWG etc.).