



# BIGSTONE HEALTH COMMISSION

## EMPLOYMENT OPPORTUNITY

### COMMUNITY RESPONSE RESEARCHER ONE (1) TEMPORARY FULL TIME POSITION (UP TO MARCH 2024 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](mailto:bhcresumes@bigstonehealth.ca)

Closing Date for this Employment Opportunity will be: **Until a Suitable Candidate is Found**

**Posted on October 20, 2023**

***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.*