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# Peterborough Community Health Centre

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## Expressions of Interest

### Indigenization Consultant

#### (Consultant, Contract)

The Peterborough Community Health Centre (CHC) Board is seeking expressions of interest, **due Thursday March 28, 2024** from qualified independent Indigenous consultants to act in the role of Indigenization Consultant. Indigenous people have a right to Indigenous-led health design, delivery and decision-making. The primary responsibilities of this role will be to work alongside the Interim Executive Director to ensure that all design and project-management associated with establishing the community's first CHC is done while honouring the rights and interests of First Nation, Métis and Inuit peoples, and ensuring all CHC business is done with integrity, rooted in place, honouring that the CHC will operate within the territory of the Michi Saagig Anishinaabeg and supporting Indigenous peoples from all over turtle island.

**Duration:** 9 months (beginning April 15, with possibility of extension, if required)

**Scope:** Estimated 10-15 hours per week

#### Background & Context

The funding of a CHC in Peterborough is the result of significant community-building, proposal development, and local partnerships over the course of several years. This CHC is a shared governance model of Indigenous and non-Indigenous approaches to healthcare. An understanding of, and alignment with, the tenets of Indigenous Health in Indigenous hands is essential. Recently funded, we are now seeking a consultant who will help support the goal of reinventing healthcare for Nogojiwanong and its community members.

#### Activities and Deliverables:

In collaboration with the Peterborough CHC Board and hired specialists, the consultant will:

- Provide strategic Indigenous thought leadership to planning and supporting work to avoid Indigenous-specific racism and discrimination at systemic, structural and interpersonal levels of the CHC operations
- Engage and liaise with local Indigenous communities and Indigenous community agencies
- Establish appropriate advisory circles (for example: youth and Elder advisory circles).
- Lead communications with Indigenous communities and keep them informed as the CHC is established
- Work with the ED to coordinate the hiring of health human resources and administrative staff, including developing job postings, interview processes, and employment contract development
- Develop draft (and decolonized) operational policies & procedures, and systems for rostering patients

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- Liaise with consultants, vendors, other local and regional health care entities, and other external agencies to negotiate contracts for the provision of goods and services, including the exploration of sharing back-office functions, the procurement of IT solutions, EMR, insurance, medical supplies, etc. This may include the development and utilization of an Indigenous Procurement Policy.
  - Support the Board of Directors
  - Work with realtors, landlords, and community partners to identify and assess interim location(s), undertake needed amendments/equipping to allow for short term operations
  - Support the ED in planning for the longer-term location and operations of the CHC, including Ministry capital processes.

## **PROPOSAL:**

### **Consultant Proposals must include the following:**

#### **1. General Information**

The proposal should provide the name, title, address, telephone number, and email address for the applicant.

#### **2. Consultant Qualifications**

To accomplish the scope requested, the consultant will need to possess and demonstrate the following qualifications and relevant experience:

- Recent, related experience, preferably with a CHC or similar community-based healthcare organization, that includes facilitating engagement and/or consultation processes with Indigenous communities.
- Understanding of, and alignment with, the tenet of Indigenous Health in Indigenous Hands
- Knowledge of traditional healthcare practices and current Indigenous health and wellness initiatives
- Excellent communication skills to function within a complex interdisciplinary environment.
- Demonstrated ability to work with community partners and a not-for-profit board
- Comprehensive knowledge of Indigenous project management principles and methodologies.
- Leverage existing relationships with other CHCs, and the broader community and social services sectors
- Proven initiative and creative problem-solving abilities to implement project plans and realize project completion.
- Effective facilitation and negotiation abilities to achieve consensus, resolve conflict and achieve desired outcomes.
- Ability to work remotely, however, must be able to be in Peterborough for on-site / in-person tasks whenever required.
- Direct healthcare experience, preferably in community-based models and serving Indigenous individuals and equity deserving groups.

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### 3. High Level Work Plan and Fees

The proposal (total maximum of 7 Pages) should contain:

- a brief cover letter that describes why you are the right consultant for this interim consultant role and start up project
- a description of how you plan to ensure the establishment of this CHC will provide future staff, clients and patients with support that is culturally relevant and addresses the impacts of colonization
- high-level description of the consultant's approach to decolonizing system structures, processes, policies, and governance and identify anticipated areas of tension in relation to the establishment of this CHC
- a high-level description of the communication approach that outlines how the consultant would provide regular progress updates to the Peterborough CHC Board, Indigenous communities, community partners, and the broader community of Peterborough
- Resume / CV
- Letter(s) of Support from an Indigenous community member (Elder, Knowledge Holder, Council member, etc).
- The consultant's fees, rates, or proposed approach to scoping, packaging or billing for this project, along with a proposed payment schedule

Consultants will be asked to participate in an interview to further gauge their suitability and availability to work on this project.

The contract will begin on, or about, April 15, 2024.

Consultant selection will be based on the evaluation of the consultant's written proposal, an interview process, and the results of reference checks.

Electronic PDF submissions by interested consultants are due via email by **5pm, Thursday, March 28, 2024**, to:

Jonathan Bennett, Board Chair  
Peterborough Community Health Centre  
[Jonathan@clearlythen.com](mailto:Jonathan@clearlythen.com)

*Peterborough CHC values diversity in all its forms and seeks to recruit qualified individuals at all occupational levels that reflect the diversity of our clients and our community. If you require an accommodation to complete this application, we will work with you to meet your needs. While we appreciate all applications received, only candidates selected for an interview will be contacted. For more information about our new CHC, visit: [ptbochc.ca](http://ptbochc.ca)*