



EMPLOYMENT OPPORTUNITY HEALTH DIRECTOR

POSITION OVERVIEW:

Driftpile Cree Nation is currently looking to fill the fulltime permanent position of Health Director. Reporting to the CAO, the Health Director will be responsible for the administering of health programs and services in the Driftpile Cree Nation community. This position will ensure a high standard and quality of services are delivered. The individual will coordinate all office operations, liaison with various authorities and agencies.

DUTIES & RESPONSIBILITIES:

- Provides management towards all health services programs including program budget(s)
- Establish and implement proper accounting methods, policies and procedures
- Provides personnel management, supervision, and evaluations of all health services program staff
- Establish and implement a system to supervise, track and evaluate day to day activities
- Coordinate all health services programs personnel to provide monthly activity reports
- Responsible for the development, presentation, acceptance, implementation and monitoring of workplan(s) of all health services programs
- Develops, establishes, and implements a process to be up-to-date on health services program regulations
- Provides coordination and project management toward current, emerging, and new health issues
- Perform any additional administrative support as required

QUALIFICATIONS:

- A Bachelors' Degree in Health Services, Public Administration or related
- Minimum of three years senior level management experience in administration with duties that include policy development and program service delivery
- Proven record in leadership, financial management and communication
- Knowledgeable of Federal and Provincial health systems
- proficient in the use of Microsoft Word, Excel spreadsheets, PowerPoint, email and other communications programming
- Excellent written and oral communication skills
- Ability to work effectively and collaboratively as a team member
- Experience in needs assessment and program planning
- Ability to understand and speak Cree will be considered an asset
- Access to and use of reliable vehicle to meet the demands of the job
- Knowledge of DCN community resources
- Knowledge of pertinent health issues affecting community
- Ability to maintain confidentiality
- Provide Criminal record check and CWIS

APPLICATION DEADLINE: Open until a suitable candidate is found

Resumés may be forwarded to:

Shauna Willier

P.O. Box 30

Driftpile, Alberta T0G 0V0

Email: humanresources@dpcn.ca

Phone: (780) 355-3868 Fax (780) 355-3650

We thank all applicants for their interest, however, only those candidates selected for an interview will be contacted