

SMITH'S LANDING FIRST NATION



EMPLOYMENT OPPORTUNITY **HEALTH DIRECTOR** **FULL-TIME PERMANENT**

We, the Thebati Dene Suline, have been sovereign since time immemorial. Together, we will continue our journey in harmony with the environment to sustain a healthy and self-sufficient lifestyle for future generations. To honor our Creator and ancestors, we will protect and nurture the integrity of our Dene Ch'anie.

The Health Director reports to the CEO and is responsible for the administration, management, implementation and evaluation of the successful delivery and operations of Smith's Landing First Nation's Community Health Department and Medical Transportation programs and services.

Upon hire, the Health Director will be required to complete a 2-to-5-year flexible workplan for a new Health Department. The purpose of the flexible work plan is for the delivery of on-reserve health services such as public health, home care, medical travel and midwifery/early childhood programs.

KEY RESPONSIBILITY AREAS:

1. Administers, monitors, evaluates and implements the delivery of the Smith's Landing First Nation's community health services and programs by:

- Meet formally and informally with the Chief & Council, Band Administration, SLFN personnel and community members regarding community program issues and needs that have community, Tribal, Treaty 8, provincial or national impact;
- Disseminate information as required and acting as an advisor to the Chief & Council and SLFN Band Administration on health issues that have direct impact on the community and Treaty 8 as a whole;
- Is a leader in guiding the community toward wellness in health promotion / education, as well as the promotion of independence for individual members in their responsibilities towards their own health and well-being;
- Develop, implement and evaluate long and short-term goals and objectives for the Health Services Program in accordance with community/area needs through the completion of annual workplans for all health-related program areas;
- Develop/update program policies and guidelines that will enhance the effectiveness of the Health Services programs.

2. Facilitates all aspects of Smith's Landing First Nation's community health services and programs by:

- Acting as contact person for health-related services and programs as requested and/or required;
- Networking with Government of the Northwest Territories health staff, Health Committee(s), Chief & Council, interpreting, evaluating and summarizing changes in policy and legislature, assisting in formulating amendments and presenting to Chief & Council and SLFN Band Administration for action;
- Promoting the integration of contemporary western health practices and traditional native beliefs and values to create a holistic balance of wellness;
- Promoting the programs and services through public relations, presentations and public speaking at conferences, workshops for community members, outside private agencies and government agencies; Maintaining up to date information regarding the roles, programs and services available from Aboriginal Health Organizations;
- Linking off-reserve health services and partnering to complement existing on-reserve health services; Assisting in identifying priorities and workload for the Health Services Program; and Organizing conferences/meetings as requested; and
- Informing the Facilities Manager of any problems regarding the operations and maintenance of the health building.

3. Creates a network and liaises between community health agencies/organizations, service providers and the community by:

- Developing and participating in cooperative working relationships with local health centres, extended or special care facilities, health units, Alberta Health Services, Treaty 8 First Nations of Alberta, Mental Health Service providers, physicians, the local schools and Aurora College, First Nations & Inuit Health Branch and others who provide health services to First Nation people on or off reserve in the SLFN area;
- Assisting non-native health providers towards a better understanding of First Nations culture, traditions and unique health needs; and
- Eliciting Elder involvement in health-related activities to promote and educate health program staff and community health centre staff in native traditional beliefs and values.

4. The Health Director manages the staff of the department by:

- Assigning duties to team members;
- Assessing performance throughout the year and writing annual performance goals;
- Recommending and providing training to meet the competency level expected;
- Dealing with performance concerns;
- Approving leave;
- Recruitment of team members;
- Coaching and mentoring of team members;
- Authorizing time sheets and overtime.

5. Authorizes financial transactions within designated level of authority by:

- Working with the Comptroller and CEO, developing annual budget for approval;
- Approving Health Department invoices and forwarding to the Finance Department for processing;
- Authorizing Mastercard and Purchase Order purchases;
- Receiving requests for expense claim payments from subordinate staff and verifying that all back up documentation is attached, signed, and forwarded to the Finance Department for payment;

- Receiving quarterly variance/budget reports and forecasting future transactions to year end;
- Verifying that all financial reports are accurate and requesting corrections, when required.

QUALIFICATIONS:

- 2-year Nursing or Health Care Management related diploma/certificate plus 5 years or more experience in health administration or management, preferably with a First Nation;
- Experience implementing programs in public health, home care, medical travel, midwifery, and early childhood;
- Knowledge and understanding of First Nations' needs, issues and concerns and treaty rights regarding health;
- Knowledge and understanding of the First Nations' culture, communities and their respective organizations;
- Knowledge and experience involving management and administrative matters/practices such as accounting, strategic planning, supervision of staff and projects and evaluation principles and techniques.

REQUIRED SKILLS AND ABILITIES:

- Well-developed planning, decision-making, problem solving and other management skills;
- An innovative thinker with the ability to motivate people and get them directly involved in developing their own creative solutions;
- Possess excellent oral and written communication skills; ability to accept responsibility and demonstrate accountability;
- Proficient in the use of word processing, spreadsheets, Internet access, data base systems and/or equivalent computer knowledge;
- Intermediate financial/accounting skills;
- Willing to provide a copy of your valid class 5 driver's license and a current driver's abstract;
- Willing to provide an RCMP Police Information Check for and as requested review every 12 months;
- Willing to provide a Child Welfare Record Check, as requested, for review every 12 months;
- Ability to deal tactfully with sensitive issues and maintain confidentiality at all times;
- Experience working in a First Nations community is an asset.

SALARY/BENEFITS:

- Salary commensurate based on education and experience;
- Northern Living Allowance of \$7374.00/year;
- Excellent Health and Dental benefits plan, and life Insurance;
- Generous vacation leave entitlement;
- Enrollment in company pension plan.

CLOSING DATE: Open until successful candidate found

TO APPLY: Submit resume and cover letter via email to: hr@sfn196.com