



**CHIPPEWAS OF GEORGINA ISLAND  
FIRST NATION**

# **JOB POSTING**

## ***Health Coordinator***

**Reports To:** Health Manager

**Classification:** Part time

**General Description of Duties:**

- Plan, administer and control budgets for research and administration, support services, programming and equipment
- Ensure all reporting requirements are completed by the required deadlines
- Research, prepare and submit funding applications related to health for the Chippewas of Georgina Island
- Implements strategies to achieve operational efficiency to ensure Chippewas of Georgina Island First Nation receives good service value
- Monitoring expenditures and reporting financial status to Council as required
- Ensures finance policies are adhered to within the department.
- Acts on audits, evaluations, or other objective departmental performance information
- Communication to staff on reporting, submission, budgeting and program updates

**Qualifications:**

- A bachelor's degree or college diploma in health science, hospital administration or public administration, a Minimum of five (5) years' experience in the health field or a combination of both
- Excellent understanding of Microsoft Office products with Internet and e-mail knowledge

**Closing Date:** ***September 22, 2017 at 12:00 pm (noon)***

**Contact:** Harmony Taylor, Human Resources Manager  
RR #2 Box N-13, Sutton West, ON, L0E 1R0  
Phone: 705-437-1337, Extension 2235  
Fax: 705-437-4597  
E-mail: [harmony.taylor@georginaisland.com](mailto:harmony.taylor@georginaisland.com)

**An application form must be completed to apply for this position. Applications Forms are available at the Chippewas of Georgina Island Administration Office.**

***\*\*\*Only applicants meeting the minimum requirements will be contacted\*\*\****

Resumes may be submitted by fax or e-mail. Job Description is available upon request.

**Posted: September-11-17**