



## CHIPPEWAS OF NAWASH UNCEDED FIRST NATION

# JOB POSTING (REPOSTED) HEALTH SERVICES MANAGER Band Member Preferred

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<b>Program:</b>	Health
<b>Reports to:</b>	First Nation Administrator
<b>Term of Employment:</b>	Permanent Full Time
<b>Wage:</b>	\$22.74-\$30.77 (depending upon qualifications)
<b>Hours of Work:</b>	37.5 hours per week (Monday-Friday 8:30-4:30) Occasional after hours and weekend may be required

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The Health Services Manager partners with the First Nation Administrator to oversee funding agreements, plan and manage annual and monthly program budgets. Programs are regularly evaluated to ensure that funding requirements are observed as agreed through health and other funding agreements.

The Manager oversees Health staff in the provisions of services and assists to identify and address community health issues and provides solutions through program development and by securing outside funding sources. The Manager provides leadership to employees and performs regular performance management and evaluation.

### MINIMUM QUALIFICATIONS

- Diploma in a relevant health field from an accredited College or University
- Certificate in Health Administration/Community Health from an accredited College or University
- Minimum 5 years supervisory experience in health service delivery and health administration
- Access to reliable transportation for work related purposes
- Must provide results of current Police Background Check and Vulnerable Sector/CAS Check
- Must take all reasonable and necessary precautions to ensure personal health & safety as well as that of fellow employees

### KNOWLEDGE, SKILLS and ABILITIES

- Recent and relevant experience working with First Nations population
- Knowledge of health issues specific to First Nations people and culture
- Ability to write accurate reports, prepare proposals and respond professionally to client and community concerns
- Professional written, verbal and non-verbal communication skills
- Able to successfully partner with internal and external programs to provide appropriate services to clients
- Basic understanding of Federal and Provincial Legislation impacting First Nation Government
- Familiarity with the Canadian Council on Health Services Accreditation
- Ability to maintain confidentiality
- Skilled in Microsoft Office (Word, Excel, Outlook, PowerPoint)
- Skilled in electronic data reporting
- Skilled in note taking, file management and record keeping
- Ability to effectively lead and manage workers in performance management and performance development
- Able to budget, calculate, balance and maintain accurate monthly reports
- Effective oral and written communication skills

**POSTING CLOSES: Friday January 5 2018 at 12:00 p.m. (Noon) Late applications will not be considered.** Band members and persons of Aboriginal heritage are encouraged to apply. Forward cover letter, resume and proof of qualifications to: Band Administration, Chippewas of Nawash Unceded First Nation, 135 Lakeshore Blvd. Neyaashiinigiing, Ontario, N0H 2T0. Identify position applied for on outside of the envelope. Fax (519) 534-2130. Further information or a copy of the position description is available by visiting the Chippewas of Nawash Unceded First Nation Band Office or by calling (519) 534-1689.

**We thank all applicants however only those selected for an interview will be contacted.**

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