



Animakee Wa Zhing #37

Forever the Sun Rises and the River Flows. (Treaty 3, 1873)

HEALTH DIRECTOR

Animakee Wa Zhing #37 is seeking applications for Health Director. In this management position, you will be responsible for the complete operation of the First Nation health department under the general direction of the Executive Director. The successful candidate will be required to demonstrate extremely high standards of professionalism, accountability and autonomy. The successful applicant will be offered a competitive annual salary, a four-day work week, an employer paid group benefit plan, an employee/employee pension plan, First Nations days of observance, and paid time off during Christmas.

The Health Director will:

- Be on hand to provide direction, guidance, and oversight of staff (10-12 staff members)
- Ensure the integration of the health department with other community-based initiatives
- Perform operational and advisory duties
- Plan, organize, direct, control and evaluate daily operations
- Plan, manage and report on the budgets and expenditures
- Manage contracts
- Plan, develop and implement communication strategies
- Prepare and enforce policies and procedures
- Represent Animakee Wa Zhing #37 in the management of government funding and government regulations
- Develop grant applications
- Oversee the analysis of data and information
- Manage all reporting (financial and otherwise)
- Prepare tenders for the purchase of equipment, material, services, etc.
- Monitor government policies and legislation and recommend policy positions on issues of import to Animakee Wa Zhing #37
- Direct and advise health or social policy researchers, consultants or program officers
- Perform human resources duties for health staff (e.g. train, direct and motivate staff, evaluate staff performance)
- Coordinate training opportunities for health staff
- Ensure orientation and instruction of new staff
- Represent the health department to outside entities
- Develop tools for data collection and analysis (i.e. program measurement and review)
- Ensure that community-based health service reviews are regularly conducted and participate in these reviews
- Approve expenditures of the department
- Ensure all program activities adhere to the First Nation's administrative and all legislative requirements (i.e. confidentiality, data retention, etc.)
- Assign, coordinate and review projects and programs



Animakee Wa Zhing #37

Forever the Sun Rises and the River Flows. (Treaty 3, 1873)

- Coordinate with Social Director monthly resource meetings with all social areas affecting well-being (including Healthy Babies/Healthy Children, Community Wellness, Family Well-Being; Jordan's Principle; Child and Family Advocates) to ensure that all service providers are working together to support families and children
- Report regularly to senior management

We invite you to apply if you have:

- A relevant post-secondary degree or diploma with at least five years of relevant experience or equivalent;
- A vehicle and a valid Ontario Class "G" licence;
- Ability to travel between the two communities of Windigo Island and Regina Bay;
- A high degree of initiative, self-direction and attention to detail;
- Good analytical, organizational, verbal and written communication skills;
- Working knowledge of government policies, programs, services and procedures at the federal, provincial and regional levels relative to the delivery of health services;
- Ability to work with discretion;
- Team player;
- High-level public relations skills; and
- Good project management skills.

Please apply via email to: jobs@nwa37.ca. When applying you must include a detailed cover letter, detailed resume, a copy of your current (within 30 days) criminal records check which includes a vulnerable sector check (or proof that it has been applied for), and three references (at least two being from previous supervisors). **Position will remain open until filled.**