



**JOB POSTING**  
**SAUGEEN FIRST NATION**  
**HEALTH DIRECTOR**

<b>Program:</b>	Mino Bimaadsawin Health Centre
<b>Reports To:</b>	Band Administrator
<b>Term of Employment:</b>	Full-Time
<b>Wage:</b>	\$86,296.00 annually
<b>Hours of Work:</b>	35 hrs per week

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**JOB PURPOSE**

To ensure the effective delivery of quality health services to Saugeen First Nation under the general direction of the Band Administrator. This is an innovative position that will require a dynamic, highly motivated individual with an educational background in health and solid work experience in First Nation health field. Several years of management experience would be a requirement for this position.

**KEY DUTIES AND ACCOUNTABILITIES**

- Report to the Band Administrator and liaise with the Health & Wellness Committee
- Implement Health Canada Flexible Transfer Agreement
- Provide an administrative/monitoring function over Health programs and service delivery, as well as the day-to-day operations of the Health Centre Facility
- To provide supervisory management to the Human and Financial Resources of health programs
- To safeguard health records and ensure excellent health facility maintenance
- Maintain liaison with relevant outside health and social service organizations and funding bodies
- Develop third party health protocols as directed
- Keep current on new health trends and developments by accessing and reading relevant literature, attending seminars, workshops, conferences and availing oneself of other resources
- Attending various health meetings or designate other health centre personnel to participate in these meetings
- Develop a working knowledge of Saugeen's community as to the health care system including strategies, resources, needs, challenges, issues and concerns
- Monitor the implementation of the annual work plans and budgets submitted by program managers by overseeing the maintenance of accountability mechanisms, monitoring and evaluation processes for programs
- Train, orient and develop staff through annual professional development plans
- Administer and implement policies and programs adopted by Saugeen First Nation
- Provide clearly written staff job descriptions
- Review staff positions periodically and recommending salary rate adjustments
- Participating in the hiring process and the oversee the orientation of new personnel
- Ensure the proper and timely completion of required personnel related documentation and reports
- Manage grievances and appeals
- Understand and interpret Federal and Provincial contribution agreements

- Secure funding and prepare regular reports on First Nation funding position
- Ensure accountability of financial reporting to funding bodies
- Preparing a clear, concise annual report of the program activities and finances to Health Canada
- Ensure fiscal responsibility of service delivery
- Interpret health legislation and their potential impact on the health services of the area
- Maintain the confidentiality of the health practice
- Be concerned with legal liability and compliance

## **QUALIFICATIONS**

- A post-secondary degree or diploma in the Health Sciences field is preferred, may also consider a degree or diploma Business or Public Administration or other related management of human services with health related experience
- A minimum of five (5) year's management/supervisory work experience in a related field
- Thorough knowledge of First Nation health and social issues
- Experience working with Health Canada and Ontario in the delivery of health services for First Nation communities
- Strong financial background with monitoring experience of large scale budgets
- Ability and knowledge to seek funding from various sources as well as write proposals for funding
- Sound knowledge of policy development, implementation and evaluation
- Strong Microsoft Office user including Microsoft Word, Outlook and Excel
- Excellent written and verbal communication skills
- Demonstrated problem solving and judgement capability
- Experience in team building, strategy development and organizational development
- Ability to organize workload and set priorities, and to be flexible with changing priorities and deadlines
- Possess a strong knowledge of traditional and western medicine and their practices
- Demonstrate a thorough knowledge of cultural and traditional knowledge
- Ability to establish and maintain confidentiality among staff and community residents
- Have a strong awareness of self-care for their staff and self
- Be trained in cultural safety
- Have an understanding of the local community and the issues we face
- Some knowledge of Anishnaabemowin, or a willingness to learn
- Willingness to become a certified or candidate member of the First Nation Health Managers Association
- Ability to travel as required, mandatory class G driver's license, access to reliable transportation
- Mandatory CPIC and CAS check will be a condition of employment

## **WORKING CONDITIONS**

1. Physical Demands – Long periods of sitting, standing, typing and some walking. Lifting of some objects not exceeding 10 pounds.
2. Environment – Mainly an office environment and indoor locations with some exposure to outside during travel. Minimal exposure to hazardous material (cleaning supplies).
3. Mental Effort – Accuracy of reports, investigations and meeting deadline, interactions with members of the public.
4. Position Type/Expected Hours of Work – Regular full-time hours with availability for evening and weekend work as required.

Applications **MUST** include:

- Current cover letter
- Current resume
- Three names (not letters) of references with telephone numbers and/or email addresses (one must be current or most recent employer)

**DEADLINE DATE: Friday, June 30<sup>th</sup>, 2023 @ 4:00 p.m.**

**(\*No Late Applications Accepted\*)**

**Only qualified applicants will be contacted for an interview  
Qualified Saugeen First Nation members will be given priority**

**Submission of application to:**

**Office:** B.A. Assistant – Joe Wesley

**By E-Mail:** [joe.wesley@saugeen.org](mailto:joe.wesley@saugeen.org)

**By Mail:** Attn: Joe Wesley, 6 Cameron Drive, Southampton, ON N0H 2L0