



**BIIGTIGONG NISHNAABEG
INTERNAL/EXTERNAL
EMPLOYMENT OPPORTUNITY**

Job title: Director of Health
Department: Health
Employment status: Permanent FT
Posting Date: May 17th, 2022
Closing Date: May 31st, 2022 @ 4:30pm

Job Summary:

Under the direction of the Director of Operations, the Director of Health will administer all Health aspects of Biigtigong Mno-zhi-yaawgamig. The Director of Health shall ensure the delivery of culturally relevant and safe, quality health services to community members, under the guidance of the Health & Social Service Advisory Board and Chief and Council. The Director of Health will also provide support, guidance, and assistance to Biigtigong Nishnaabeg community members and health care workers to develop, supply and maintain quality holistic health services.

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 from a Canadian University or a recognized equivalent
- 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
- Ability to establish and maintain confidentiality among staff and community residents
- Have a strong awareness of self-care for their staff and self
- Have an understanding of the local community and the issues we face
- 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
- Ability to provide a CPIC with vulnerable sector check

Summary of Duties & Responsibilities:

- Provide an administrative/monitoring function over Health programs and service delivery, as well as the day-to-day operations of the health department
- To safeguard health records and ensure excellent health facility maintenance
- Maintain membership with the First Nations Health Directors Association
- Lead and provide day-to-day supervision of health staff, human resource management in collaboration with Biigtigong Nishnaabeg's HR Coordinator. Provide work expectations to staff, training plan development, coaching, mentoring, capacity building and performance management.
- Responsible for attention to client safety by defining roles and responsibilities for client safety in position profiles, performance appraisals, handbooks, orientation material, and by addressing client safety on a regular basis in newsletters and committee meetings.
- Foster a cooperative and collaborative working environment through team activities, personal leadership and professional incentives. Manage and resolve conflicts.
- Ensure a work life and physical environment that supports the safe delivery of care and service to clients.
- Plan, implement and evaluate the health programs by involving community members through community consultation.
- Performs all duties associated with the administration of the Biigtigong Mno-zhi-yaawgamig
- Responsible for ensuring Health Centre is properly maintained including equipment, supplies and upkeep

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- Continued professional development through participation in professional and community-based meetings, conferences, and other training opportunities
- Perform other related duties as necessary

Accountabilities:

Leadership

Planning

Governance/Compliance

Policies, Processes and Procedures

Partnerships and Collaboration

Communications

Management

How to apply:

Please forward a cover letter, resume and three professional references by email to

recruitment@picriver.com

-or-

Joni Michano – Human Resources / Payroll Coordinator
Biigtigong Nishnaabeg, P.O. Box 93, Heron Bay, Ontario POT 1R0

Incomplete applications WILL NOT be considered & WILL automatically be screened out.