

ATTAWAPISKAT FIRST NATION

P.O. Box 248
Attawapiskat, Ontario P0L 1A0

EMPLOYMENT OPPORTUNITY Director of Health Services

Under the direction of the Director of Operations of the Attawapiskat First Nation, Health Director shall provide the coordination, day to day management and supervision of preventative Health Care programs for the Attawapiskat First Nation for the health benefit of its members, as well as preparation and submission of reports as required by funding partners of the Attawapiskat First Nation for the delivery of health related programs as per the signed agreements with First Nation funding partners.

Summary of Duties:

- Develop, coordinate, implement, manage, and evaluate a wide variety of projects and initiatives by taking direction and ensuring decisions are implemented
- Assist in the development, coordination and facilitation of community workshops with respect to health issues, programs, and services.
- Research financial support options, developing proposals, coordinate, and prepare reports
- Coordinate and participate in Attawapiskat First Nation interagency meetings to assist in ensuring healthy and productive cooperation between Health Services Programs and other relevant agencies, departments, and resources
- Ensure programming and project development is consistent and coordinated with other Attawapiskat First Nation programs and policies
- Prepare and present monthly reports to the Director of Operations of the Attawapiskat First Nation on Health Services programs, projects, services and activities
- Supervise, support, guide and advise Health Services staff by establishing goals, objectives and expectations and evaluating performance
- Develop or approve developed individual work plans and evaluate employee performance

Qualifications and related experience:

- Ability to provide leadership, and supervision for a maintenance, and program staff
- Grade 12 combined with Post-Secondary education in the health field or a related discipline in a management capacity.
- Minimum of two years of managerial supervisory experience
- Knowledge of and experience applying relevant Acts, Regulations, and Policies
- Experience in a team approach to health care through individual/family needs assessment, planning, monitoring, evaluating, and reassessing
- Experience providing professional guidance to a health care team Experience in program management and project/initiative development, implementation, management and evaluation
- Ability to develop and monitor work plans, budgets, and schedules of responsible programs
- Strong organizational skills and excellent supervisory skills
- Ability to maintain and communicate the critical importance of strict confidentiality
- Role model who can foster trust and acceptance at the community level
- Must possess excellent verbal and written communication skills, client service skills and the ability to work well in a multi-disciplinary environment.
- Ability to use tact and good judgment in dealing with sensitive and complex issues.
- Working knowledge of the Microsoft family of computer programs.

Deadline for Applications: Friday, October 11, 2019 @1600 hours (4:00 p.m.)

Applications must include: Cover letter, resume with three (3) contactable references with permission to contact and Current Police Check (CPIC)

Send Applications to: Lorraine Sutherland
A/Director of Operations
Attawapiskat First Nation
P. O. Box 248
Attawapiskat, Ontario P0L 1A0
Mark envelope: **Health Services Director Application**

We thank all who apply, however, only those selected for further consideration will be contacted.