



# Fort Nelson First Nation

Strong. Healthy. Proud. Self-reliant.

## EXTERNAL POSTING

<b>Position Title:</b>	Director of Health & Community Services	<b>Posting #:</b>	45-2023
<b>Department:</b>	Health & Community Services	<b>Grade:</b>	9
<b>Location:</b>	On Reserve, 5001 Dene Etene Rd	<b>FTE:</b>	1.0
<b>Supervisor:</b>	Executive Director	<b>Bi-weekly Rate:</b>	\$3678.50-\$4273.50
<b>Purpose:</b>	Employees, Budgets, Strategy, Policy, Services, PR	<b>First Posted:</b>	2023-12-14
<b>Effective Date:</b>	Immediate, full time permanent	<b>Closes:</b>	When filled

### Job Scope

The Director of Health & Community Services is responsible for ensuring that the interests of the Fort Nelson First Nation (FNFN) are represented with regard to all matters of community health, mental health, home support, community assistance, non-insured health benefits, harm reduction, and family support and outreach services. The Director will ensure that activities for these functional areas of the department are conducted in a manner that is consistent with Fort Nelson First Nation's cultural, social, and economic values and objectives. This position requires strong leadership, communication, and analytical skills, as well as a deep understanding of First Nation's cultural values in general and as related to social determinants for health. The Director has a critical role in advancing the FNFN's goals and objectives related to community health; they will work closely with the Executive Director, and Chief and Council as appropriate, and stakeholders to ensure that services are managed in a manner that is consistent with the community's cultural, social, and economic values.

Reporting to the Executive Director, the primary responsibilities of the Director is to directly manage the development and implementation of community health services and programs, and harm reduction programs, though establishing operations, programs, and services in support of strategic goals. The Director develops, oversees, and directs, department strategy, budgets, spending, hiring, terminations, policies and procedures, and related programs, and is responsible for overseeing the day-to-day operations and activities of the department. The Director plans, organizes controls, integrates, and evaluates the work of the staff, and oversees and manages these areas and their related assets, including:

- a. Community health programs and clinics, and home care and home support programs
- b. Mental health and wellness programs, and harm reduction programs
- c. Community assistance and non-insured health programs
- d. Family support and outreach programs.

Primary goals are for supporting the development of community health and interventions that enhance the quality-of-life and quality of place for community members. The work also includes ensuring the development of and the on-going mentorship of a community of practice for assigned work units, through the lens of inclusivity, decolonization, and Indigenization. This position has regular contact with funders, stakeholders, committee members, and the general public. This member of the Executive Management Team is responsible for preparing management proposals, briefing notes, budget reports, and will make subject matter expert strategic recommendations and plans for the consideration of the Executive Director and Council. Other related duties as required.



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## Candidate Profile

The Director provides visionary leadership and has in-depth knowledge and technical skills regarding community health and mental health, and the ability to manage a team of education professionals and support staff. The Director has the ability to understand, analyse, and interpret and explain, and present complex/technical information in a clear and concise manner to non-qualified persons. The Director has business professional interpersonal and communication skills, and is skilled in workplace leadership and communication to facilitate gathering and organizing information in order to assign work, and provide directions to, and assess the work of subordinates. Informing and engaging employees is a crucial aspect of the work. Strong written and verbal communication skills are essential, as is the ability to work in a collaborative, and cultural and politically sensitive environment. The Director leads department meetings and communicates with direct reports, other subordinates, The Director carries out follow-up activities with senior staff, Council, stakeholders, funders, and government officials at all levels.

## Preferred Qualifications

### Experience:

- Degree in health care administration or a related field with experience working in health services in a community setting, or an equivalent combination of education, training and experience.
- Seven (7) years' experience in community health with considerable related experience at a management level.
- Five (5) years' experience managing/overseeing work of management support staff, professional staff, and external consultants/advisors.
- Experience with budget planning, budget management, and reporting requirements.

### Knowledge:

- Extensive knowledge of legislation applicable to health care, privacy and personal information protection laws, employment laws, human rights laws, occupational health and safety laws, employment relations, business records, fiduciary responsibilities.
- Extensive knowledge in the role and functions of a health director.
- Thorough knowledge of public relations and/or organizational communication strategies.
- Considerable knowledge of information technology and human resources management programs.

### Skills:

- Exceptional professional writing skills.
- Strong analytical, strategic planning and project management skills.
- Excellent communication skills, with the ability to communicate complex information to a variety of audiences.
- Interpersonal skills - interact professionally and maintain diplomacy.
- Leadership and team building skills.
- Microsoft Office Suite skills and good internet skills.
- Contract development and negotiation skills.



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### Abilities:

- Ability to read and interpret legislation and legal opinions, and carry out research, prepare reports, and write complex documents and correspondence.
- Ability to apply tact and diplomacy in working effectively with elected officials, staff, and public.
- Ability to effectively plan and manage a multi-function department.
- Ability to effectively manage priorities and meet statutory and Council deadlines.
- Ability to effectively lead, coach, and motivate staff in a team environment.
- Ability to prepare, implement, and monitor budgets and any related third-party funding, as well as the ability to develop proposals working with financing and feasibility analysis processes.
- Ability to develop clear, concise and comprehensive technical reports, correspondence and other written materials.
- Ability to work collaboratively with stakeholders from diverse backgrounds, including community members, government officials, and industry representatives.

### Other:

- Compliance with BC Immunization program, TB Screening, and COVID-19 vaccinations.
- Satisfactory completion of a vulnerable sector report required.
- Valid Class 5 BC Driver's License.
- Drivers Abstract.

### Complimentary Assets:

- Previous experience with integrated health and social services departments
- Extensive knowledge in the role and functions of First Nations health departments
- Google™ drive, calendar, forms and other Google™ products;
- Ability to speak or understand Cree and/or Dene.

### Work Conditions

Core business hours are Monday to Friday, 8:30 a.m. to 4:30 p.m. This position manages several direct and indirect reports including: Community Health Nurse/Home Care Nursing Supervisor, Clinicians/Counsellors, Managers and Administrative Staff. There is a requirement to attend evening meetings and provide public presentations. The majority of work time is spent in an office-type environment. Regularly travels for work, compensable. Interacts with all levels of the organization, government and public. Time pressures and deadlines may be experienced.

### Application Instructions

**Closes:** When Filled. **Remuneration:** Rate offered to the successful incumbent is pending certification(s), skills, experiences, knowledge. \*Preference may be given to qualified First Nation's applicants. Kindly forward your cover letter and resume to: [recruitment@fnation.ca](mailto:recruitment@fnation.ca)

We thank all individuals for applying, but only those applicants whose applications clearly demonstrate meeting all of the requested minimum requirements will receive a reply. \* Constitution Act, 1982 [Section 35]; Canadian Charter of Rights and Freedoms [Section 15(1)]; Canadian Human Rights Act [Section 16(1)]; Employment Equity Act [Section 5(a), 10(b)]; Declaration on the Rights of Indigenous Peoples [Article 22]; ILO Convention 169 on Indigenous and Tribal Peoples in Independent Countries.