



Fort Nelson First Nation

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EXTERNAL POSTING

Position Title:	Director of Health & Community Services	Posting #:	52-2022
Supervisor:	Executive Director	Grade:	G8-L7
Location:	On Reserve, Fort Nelson First Nation	FTE:	1.0 (1827 hr/yr)
Department:	Health & Community Services	Salary BHR:	\$51.52-\$61.47
Key Areas:	Employees, Budgets, Strategy, Policy, Services, PR	First Posted:	2022-11-02
Effective Date:	November 2022	Closes:	When Filled

SUMMARY / SCOPE

This position is overtime exempt, and is not entitled to call back, reporting pay, standby, shift premiums, travelling time or any other cash compensation which is dependent on completing a specified number of hours in a normal work week. The successful incumbent will manage a Daycare Manager, Community Health Nurse, Home Care Nursing Supervisor, Clinicians and Counsellors, Community Health Services Coordinator, Elder's Coordinator, Social Development Worker, and Family Support Workers, and their related programs and services. Benefits include: comprehensive health, pension, time off in lieu, all observed federal and provincial holidays, paid time off during 2 week office closure at Christmas, professional development, and professional association reimbursements, and agreed-upon flexible schedule arrangements. FNFN is an inclusive employer and we invite all qualified persons to apply.

Reporting to the Executive Director, the primary responsibilities of the Director of Health & Community Services is to develop and manage budgets, and plan, organize, direct, control and evaluate the following service areas: primary healthcare, home and community care, maternal/child health, health promotion, child and family services, mental health and wellness, family development, social development, addictions, counselling and traditional medicines. The Director will mentor a skilled health team, and will foster reciprocal partnerships with local, regional and national teams. The Director develops and oversees departmental policies and procedures, and is responsible for the day to day activities of the health and community services department, prepares the departmental budget, and prepares short and long range planning for projects, programs, and the financial management of the department. Exercising leadership with staff, the Director will assist them with guidance for coordinating programs and services. The Director delivers innovative, reliable and high-quality health and wellness services through community engagement and resource management to ensure quality care health and wellness services in the community. The Director develops and manages budgets, and plans, organizes, directs, controls and evaluates key areas, as identified previously, and for:

- a) management support staff, and their direct reports as necessary;
- b) all associated funding and progress reports; and
- c) contributes to the strategic direction of the organization by developing long range planning.

Primary goals are for ensuring the smooth and effective operations of the organizations health and community services and for ensuring quality communications that enhance engagement with the membership served and promote quality-of-place and quality of life for community members. A key element of success for this position is professional knowledge and experiences with policy development and implementation at the highest level of the community health structure, and experience as a trusted advisor to an Executive Director on complex legal and procedural matters. Other related duties as required.



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Candidate Profile

You have a formal education, and experience in senior level management, complimented by experience working for a board of governance and overseeing community health operations. An understanding of First Nations health and community services management and structures is essential for this work. You have a professional presentation and demonstrated experience working with community, stakeholders, employees, management teams, boards, strategic planning, and policy and planning, financial management, and related legislation. You have a minimum of 5 years' experience as a manager and your past successes keep you confident in taking on new challenges. You have an established professional network and excellent success with employee and governance relations. You are a strategic thinker who is an engaging communicator with the public, Council and staff, and you have the ability to understand, analyse, and interpret and explain, and present complex/technical information in a clear and concise manner that a non-qualified person will understand. You possess excellent interpersonal skills including exceptional communication and engagement skills to gather information and to ask questions in order to assign work and provide direction to subordinates. As a member of the Executive Management Team you are responsible for preparing management plans and budget reports, as well as making strategic recommendations to the Executive team and Council. You understand the logistics and regulations related to the work, and you are looking for a long term commitment. **Competencies** (in alphabetical order)

INTERPERSONAL

Building Partnerships
Building Trust
Communication

LEADERSHIP

Building Teams
Developing Others
Facilitating Change
Leading Through
Vision & Values

BUSINESS MNGT.

Business Acumen
Customer Focus
Strategic Decisions

PERSONAL ATTRIBUTES

Leadership Disposition

QUALIFICATIONS

- Satisfactory completion of a Vulnerable Sector Report.
- Valid Class 5 Driver's License and production of a good driver's abstract.
- Compliance with BC Immunization program, TB screening, and COVID-19 vaccination.
- High degree of ethics, integrity, confidentiality, accountability, and professionalism.
- Degree in health care administration or a related field within 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.
- 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.



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- Considerable knowledge of information technology and human resources management programs.
- Exceptional professional writing skills.
- Ability to read and interpret legislation and legal opinions, and carry out research, prepare reports, and write complex documents and correspondence.
- Strong interpersonal, communication, organizational, time-management, research, analytical, consultative, public relations, and supervisory skills.
- 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 participate in and facilitate internal/external stakeholder meetings; professional verbal/written communication.
- Ability to establish and maintain effective working relationships with staff, professionals, senior management, Council, officials, other governmental and regulatory officials, community organizations, developers, contractors and others encountered in the course of work.
- Sound knowledge of budget preparation and control
- Sound knowledge in strategic planning and execution, contracting, negotiating, change, and risk management.
- Sound analytical thinking, planning, prioritization, and execution skills.
- High level of proficiency with Microsoft Office suite.

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.

APPLICATION INSTRUCTIONS

Closes: When Filled. **Remuneration:** If this job remains posted on our website, we have not yet filled the opportunity. The starting rate listed is step one of our pay band for this grade, and is considered the rate paid to a new Director. The rate offered to a successful incumbent will be assessed pending certification(s), skills, experiences, knowledge, and other relevant attributes. *Preference may be given to qualified First Nation's applicants. Kindly forward your cover letter and resume to: recruitment@fnnation.ca

We thank all individuals for applying, but only those applicants whose applications clearly demonstrate meeting all of the requested minimum qualifications will receive a response.

* 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.