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# CHIPPEWAS OF KETTLE & STONY POINT FIRST NATION

## EMPLOYMENT OPPORTUNITY

### HEALTH DIRECTOR - FULL TIME

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<b>PROGRAM AREA:</b>	HEALTH SERVICES
<b>POSITION TITLE:</b>	HEALTH DIRECTOR
<b>REPORTING PROTOCOL:</b>	REPORTS TO THE FIRST NATION MANAGER/CEO

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**POSITION SUMMARY:** Reporting to the First Nation Manager, the Health Director is responsible to the Health Committee and the community for the overall administration of Kettle and Stony Point Health Services, including Wiidsemshin, the Assisted Living Facility. The Health Director is accountable for providing overall senior leadership for the operations of the organization, ensuring that the First Nation and Health Services strategic and program plans, operational objectives and policies are carried out, and that Health Services is in compliance with applicable legislation, regulatory drivers, and accreditation standards. The Health Director will ensure efficient, effective, and equitable delivery of programs and services to the community.

#### **Duties:**

- Implement the health goals as established annually by Chief and Council.
- Ensure all activities are conducted consistently with KSPFN First Nation policies.
- Report to the First Nations Manager and liaise with the Health & Wellness Committee with the development of the Health Policy and By-Laws for KSPFN First Nation.
- Ensure all activities relating to participation in government and community affairs are in the best interest of KSPFN.
- Maintain communications as a liaison with Chief and Council, Band Members, health organizations, hospitals, health units and funding agencies.
- Provide an administrative/monitoring function over Health programs and service delivery, as well as the day-to-day operations of the Health Centre Facility.
- Respond to health concerns; be familiar and aware of local health issues, initiatives, and processes as well as conditions that may affect KSPFN First Nation (i.e., water quality).
- Responsible for preparation of proposals and apply for funding in all areas that relate to the program.
- Manage project activities and funding requirements.
- To safeguard health records and ensure excellent health facility maintenance.
- Attend regular Committee/Board meetings and Chief and Council meetings when requested.
- Perform such duties as report writing, compiling statics, program, and delivery systems development with Health Services Team.
- Participate on Committee/Boards outside of KSPFN as appointed by Chief and Council.

- Monitor the implementation of the annual work plans and budgets/expenditures submitted by program managers by overseeing the maintenance of accountability mechanisms, monitoring and evaluation processes for programs
- Prepare and maintain regular financial reports for KSPFN and funding agencies.
- Manage annuals budget and responsible and accountable as per KSPFN financial policies.
- Secure funding and prepare regular reports on First Nation funding position.
- 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.
- Ensure professional development needs are identified and relevant to staff roles and subject to financial resources.
- 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 KSPFN's community as to the health care system including strategies, resources, needs, challenges, issues, and concerns
- Train, orient, aid, and develop staff through annual professional development plans.
- Provide clearly written staff job descriptions with assistance of Human Resources.
- Ensure performance evaluations are completed in a timely manner.
- Participates 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.
- Maintain the understanding of health & safety legislation to ensure all employees are safe.
- Manage issues and conflicts in an ethical and professional manner.
- Maintain the confidentiality of the health practice.
- Be concerned with legal liability and compliance.

### **EDUCATION/PROFESSIONAL REQUIREMENTS:**

- Minimum College or University Education in Nursing, Health Administration or a related health sciences combined with significant and proven management experience.
- Preferred University Degree in health administration or a combination of an undergraduate degree with significant management experience.
- Experience managing an integrative team approach to health program and service delivery.
- A minimum of three years' experience working in health programs and service delivery, or in health administration
- Must be knowledgeable of the professional colleges that govern the practice of the health professionals working at Kettle and Stony Point Health Services
- Proven experience and proficiency in personnel, finance, program, service delivery and facility management, and in negotiation processes.
- Experience working in First Nation communities and/or with First Nation peoples an asset.

- ☐ Ability to carry out conflict resolution.
- ☐ CPIC - Vulnerable Sector Check will be required in the final stages of the recruitment process, and annually or sooner thereafter.
- ☐ Reliable Transportation and willing to travel as needed.
- ☐ Proven ability to provide supervision for a workforce of 20 plus people.

### **SKILLS REQUIRED:**

- ☐ Visible, inspirational, and approachable leader, capable of mobilizing teams to take on challenges and capitalize on opportunities for innovation and quality improvement.
- ☐ Accurate and efficient interpersonal skills with excellent written and oral communication capabilities.
- ☐ Proven leadership abilities which provide guidance and promote teamwork.
- ☐ Knowledge of health accreditation standards and organizational policies and procedures.
- ☐ Ability to network effectively and productively with community, community-based organizations and agencies, and external organizations and agencies including all levels of government.
- ☐ Knowledge of applicable legislation and regulatory drivers
- ☐ Ability to create and write effective operational and financial proposals and reports.
- ☐ Ability to understand and oversee the drafting, monitoring and management of budgets according to First Nation policies and procedures, funder requirements, and good fiscal management principles.
- ☐ Knowledge of health promotion, program planning, and community development principles.
- ☐ Knowledge of the history, dynamics, and culture of this community and of First Nations as a whole.
- ☐ Knowledge of local, provincial, and national organizations and funding sources.
- ☐ Computer and technology knowledge: MS Office – Excel, Word, Access, PowerPoint, Outlook, and various internal and external communication methods (Zoom, Teams, etc.).

### **PREFERENTIAL HIRING REQUIREMENTS:**

- ☐ KSPFN encourages all qualified individuals to apply. However, preference will be given to qualified First Nations people in accordance with KSPFN' General Principles of the Human Resource Management Policy, section 16 of the Canadian Human Rights Act, sub-section 24(1)(a) of the Ontario Human Rights Code, and section 7 of the Employment Equity Act. First Nations candidates who wish to qualify for preferential consideration can self-identify themselves in their cover letter.
- ☐ Successful applicants must provide a current and up to date CPIC and vulnerable sector background check upon hiring.
- ☐ Successful applicants must provide a copy of their Diploma and other related certificates.
- ☐ Applicants must consent to a full background check upon hiring.

PLEASE SUBMIT YOUR SEALED APPLICATION, COMPLETE WITH A DETAILED RESUME  
AND A MINIMUM OF THREE (3) WORK RELATED REFERENCES,  
CLOSING DATE – Feb 4<sup>th</sup>, 2024 AT 4:00PM

TO: Chippewas of Kettle & Stony Point First Nation,

**ATTN: HR – Health Director**

**Email to: [hr.assistant@kettlepoint.org](mailto:hr.assistant@kettlepoint.org)**

**Mail to: 6247 Indian Lane, Kettle & Stony Point First Nation, ON N0N 1J1**

**Fax: 519-786-2108**

*A full Job Description is available: contact the HR assistant at [hr.assistant@kettlepoint.org](mailto:hr.assistant@kettlepoint.org)*

*Interviews will be scheduled shortly after the closing date.*

**ONLY THOSE APPLICANTS WHO MEET THE QUALIFICATION STANDARDS AND REQUIREMENTS WILL BE INTERVIEWED. AN UPDATED CPIC AND A REFERENCE CHECK WILL BE REQUIRED FOR THE SUCCESSFUL CANDIDATE PRIOR TO FINAL CONFIRMATION OF EMPLOYMENT**