



## MUSKODAY FIRST NATION Career Opportunity

### Director of Health Muskoday First Nation Community Health Centre

#### **Reports To**

MFN Chief Executive Officer

#### **Job Summary**

Reporting to the Muskoday First Nation Chief Executive Officer, the Director of Health is responsible for ensuring the coordination and smooth delivery of health services in Muskoday. The Health Director will work in conjunction with the Saskatoon Tribal Council (STC), First Nation and Inuit Health (FNIH), Indigenous Services Canada (ISC), and other organizations to ensure a high standard of program and service delivery to community members.

The position requires experience in administration, contracts, proposal and policy development, and grants/contributions management. A major responsibility of the position is ensuring organizational effectiveness through the development of efficient procedures and improved operational processes. The Health Director is responsible for overseeing ongoing work plan development, budget-making, service delivery, reporting, information flow, and ongoing improvements to these functions.

#### **Competencies**

- Accountability
- Communication
- Decision making and Judgment
- Professionalism
- \* Attention to Detail
- \* Cooperation
- \* Essential Leadership Skills and Abilities
- \* Financial Management

#### **Duties and Responsibilities**

- Manage the overall activities of the Health Centre.
- Provide day-to-day supervision to all Health Centre staff.
- Coordinate staff and team meetings to ensure effective integration of programs and services.
- Assist human resources with staff recruitment, screening, and the interview process.
- Provide an orientation process for new staff.
- Maintain personnel files for each employee.
- Manage relations and service work from outside contractors.
- Ensure access to appropriate clinical supervision is available at all times.
- Complete probationary and annual performance evaluations for all staff.
- Ensure that staff complete and follow a yearly workplan.
- Work with staff to develop a budget for their program.
- Ensure that staff prepare monthly reports for the Health Committee.
- Ensure staff maintain/upgrade their professional competencies and training requirements.
- Mentor and work with staff to help them develop strengths in areas needing improvement.
- Prepare legally supported documents for the termination of employees.
- Perform an advisory role to Chief and Council, Executive Director, and Health Committee regarding health and community development issues.
- Make verbal or written presentations at Chief and Council meetings regarding health concerns/issues as required.
- Establish and maintain linkages with partner agencies to enhance health programming.
- Maintain a relationship with Health Program Managers from other First Nations.
- Participate as a supporting member of the Muskoday Intervention Circle.
- Represent management on the Occupational Health & Safety Committee.
- Attend Program Director's meetings as required and other meetings as directed.
- Serve as a member of the Audit & Finance Committee.
- Develop and update policies as required.

## Duties and Responsibilities continued:

- Ensure that action is taken on environmental health or communicable disease issues by the appropriate community staff, outside agencies as necessary and provided by legislation.
- Advocate for the health needs of clients with various health agencies/authorities.
- Identify and assist in breaking down barriers for community members in accessing appropriate health care and social supports.
- Manage and maintain a large budget.
- Oversee the preparation of written proposals to various funding agencies for programs.
- Handle complaints from community members in a timely manner.
- Ensure the provision of health information to community membership.
- Lead the health staff through the accreditation requirements.
- Oversee purchases, rentals and leasing of equipment and supplies necessary for the proper upkeep and maintenance of the Health Centre.
- Oversee the daily administration of the Health Centre.
- Update the Risk Management Plan, Business Continuity Plan, Emergency Response Plan, and other documents as required.
- Enroll in appropriate training programs, workshops, conferences, and professional development that will enhance knowledge and skills.
- Maintain confidentiality at all times.
- Adhere to the Personal Policy & Procedures Manual as set out by the Muskoday First Nation Chief and Council.

## Job Requirements

- Established leadership skills in successfully managing the activities of large teams.
- Able to demonstrate contributions to program development and community mobilization.
- Proven organizational management experience in a health/human service field.
- Past experience proposing, securing, and managing funding agreements.
- Capacity to collaborate both horizontally and vertically within an organization.
- Ability to inspire collaboration within and across various human service sectors.
- Relevant post-secondary degree with evidence of ongoing career development efforts.
- Certificate in First Nations Health Management would be an asset, although not required.
- Possess a strong understanding of the history of First Nation people, particularly the effects of colonization and its impacts.
- Ability to role model high level job performance and outcome production to staff.
- Experience in developing, implementing, managing and evaluating project budgets.
- Excellent organizational, administrative, problem-solving and communication skills.
- Ability to work effectively with existing and newly emerging database systems.
- Proven ability to multi-task, manage workplace pressures, and mitigate challenges.
- Demonstrable experience creating and sustaining multi-sector partnerships.
- Must have clear and current CPIC (Canadian Criminal Records Check) including a vulnerable sectors check.
- Valid Saskatchewan Driver's License and own reliable vehicle.

## SALARY RANGE

\$79,000.00 - \$84,000.00

## APPLICATION PROCESS

**Posting Ends: December 10th, 2024**

Please submit your resume, cover letter along with three (3) work references to:

Ernie Dreaver – MFN Human Resources Officer

Email: [resume@muskodayfn.ca](mailto:resume@muskodayfn.ca)

- ❖ *Muskoday First Nation appreciates the interest of all applicants; however, only those selected for an interview will be contacted.*
- ❖ *Late applicants will not be accepted.*

**Acknowledgement And Agreement**

The above description reflects the general details considered necessary to describe the principal functions and duties as required for proper evaluation of the job and will not be construed as a detailed description of all the work requirements that may be inherent in the job. Employees may perform other related duties and tasks as required to meet the needs of the operation.

I acknowledge that I have received and reviewed this job description.

I agree with this job description\_\_\_\_\_ (initial)

I disagree with this job description \_\_\_\_\_ (initial)

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Witness: \_\_\_\_\_