



# Whitefish River First Nation

*is seeking a dynamic and experienced*

## HEALTH MANAGER

Salary: Negotiable (including group pension and health benefits)

*\*Subject to education and experience or a combination of both*

*The ideal candidate should have senior management experience working in the First Nation field and outstanding organizational, communication, and leadership skills. This is a rewarding opportunity if you have an appreciation for First Nation culture and a desire to participate in the enhancement and growth of Whitefish River First Nation.*

The Health Manager will continually ensure that the Whitefish River First Nation (WRFN) community members can access efficient, quality healthcare services. This position reports to the Band Manager and is responsible for the operation and management of the WRFN Health Centre. It requires substantial operational and planning oversight and planning and health care service delivery to the WRFN community.

### **Key Responsibilities:**

Develop and coordinate continual access to efficient and quality healthcare services and programs for the Whitefish River First Nation community by:

- Providing leadership and direction for the Health Centre and staff to meet the goals and objectives continually.
- Promoting and emphasizing people-centered care in partnership with the patient, family, and health care team.
- Developing, implementing, and maintaining an active human resources plan.
- Plan, organize, and monitor the programs and health services to ensure all activities are consistent with legislation, standards, regulations, and needs.
- Develop and review program indicators, goals, and outcome measures.
- Develop, coordinate, and provide training for the Health Unit, particularly the health staff.

### **Relationships and Team Building**

- Works collaboratively and cooperatively at all levels to support the use of strength-based, community-focused practices while assisting team members in building their capacity to provide safe and nurturing environments for the WRFN members.

### **Human Resources**

Provide guidance, direction, and support to staff:

- Supervise, coach, and direct staff.
- Monitor and address employee performance and conduct performance reviews.
- Coordinate staff professional development and address any training needs.

### **Financial Management**

To assist in the preparation and monitoring of the Health Unit Budget:

- Assist in developing the yearly Health Budget and review, monitor, coordinate, and plan the allocation of resources for staff within the authority limit.
- Review, monitor, and approve financial expenditures for health staff.
- Apply for funding opportunities and complete funding requirements.

### **Interagency Participation**

To actively participate in internal, external, or local committees or groups in support of coordinating health programs and services to the WRFN community:

- Actively participate in the Health Team, WRFN Management, and other internal committees supporting all WRFN programs and services.

- Collaborate with internal and external agencies to monitor and assist in developing the Health Unit's program and services.

### **Administration**

To complete administrative functions and adhere to all WRFN policies, procedures, and standards of practice:

- Develop and submit a yearly work plan with goals, objectives, and measurable indicators of success.
- Review and approve various forms to be used, i.e., Monthly Report Forms, Intake Forms, Medical Forms, Liability Forms etc.
- Prepare and submit comprehensive monthly and quarterly reports to the Band Manager and Leadership (when requested).
- Ensure confidentiality and safekeeping of all WRFN files and records.

### **Qualifications:**

- Degree in Health Sciences, Public Health, Public Administration, or a related field.
- A Master's in Public Health would be an asset.
- Minimum of three to five years of managerial experience, preferably in the health care field, including staff supervision.
- Must understand and adhere to General Accepted Accounting Practices (GAAP) and Funding Contribution Funding Agreements.
- Strong proposal writing skills.
- Working experience working with First Nation people, organizations, and communities would be an asset.

### **Knowledge Requirements**

- Knowledge of First Nation communities and structures and the ability to integrate traditional and mainstream practices as a central and vital part of health service delivery.
- Knowledge of local services available to the WRFN community.
- Knowledge and understanding of the Canada Health Act, Non-Insured Health Benefits Program, and Indian Act.
- In-depth knowledge of health/wellness challenges, relevant historical factors, and trauma, e.g., residential schools, intergenerational trauma, colonization, etc.
- Knowledge, understanding, respect, and sensitivity of the Anishinabek culture, language, and traditions.

\*For a detailed job description, please email [hrmanager@whitefishriver.ca](mailto:hrmanager@whitefishriver.ca)

**Applications must be submitted by May 10th, 2024, at 12:00 p.m.**

Interested applicants must submit a current resume, cover letter, three (3) work-related references (with contact information) and applicable education diplomas/certifications to:

#### **CONFIDENTIAL: HEALTH MANAGER**

Whitefish River First Nation

c/o Human Resources

17-A Rainbow Ridge Road, P.O. Box 188; Birch Island, ON P0P1A0

Email: [applications@whitefishriver.ca](mailto:applications@whitefishriver.ca) Fax: (705)285-4532

***Miigwetch to all who apply; however, only those applicants selected for an interview will be contacted.***