



Posted: March 28th, 2024
Internal/External

EMPLOYMENT OPPORTUNITY

As outlined in the Curve Lake First Nation Human Resource Management Manual, applications are now being accepted for the following **Permanent Full Time (39.5 hours/week)** position:

DIRECTOR OF HEALTH AND FAMILY SERVICES **Health and Family Services**

The purposes of this position are:

- To provide leadership and strategic direction for the Health and Family Services programs of Curve Lake First Nation
- To assist the Executive Director in the performance of statutory, operational and advisory duties
- To manage and report on the financial budgets and expenditures of the Health and Family Services Department
- To manage and direct the health and family services team and programs of Curve Lake First Nation with the administrative policies and procedures established by the Chief and Council

Duties:

The duties and responsibilities of this position are categorized into three main functions:

1. Administration
 - Responsible to the Executive Director for the effective and efficient administration of the health and family services team and program of Curve Lake First Nation.
 - Oversees and assists in the preparation of current and capital budgets in support of the delivery of health and family services and programs.
 - Oversee the development of applications for grant and funding programs by the health team.
 - Administers the approved current budget for the Health and Family Services Department within administrative guidelines.
 - Monitors and reports on budget implementation.
 - Approves accounts payable, purchase orders, payroll documents for Health and Family Services Department staff
 - Oversee the development and maintenance of documentation for respective funding agencies and submits same to the Finance Manager and Administrative Services for processing with appropriate staff.
 - Oversees the process of tenders for the purchase of equipment, materials and services; examines tender proposals with their managing staff to ensure that they meet the specified needs and recommends action to the Executive Director.
 - Responsible for Health Managers and appropriate direct reports consistent with the policies and administrative processes of the Curve Lake First Nation.
 - Evaluates employee performance of Managers and direct reports; recommends the employment, promotion, disciplining and termination of related staff.
 - Monitors government policies and legislation and recommends policy positions on issues of import to the Curve Lake First Nation.
 - Liaises with Federal, Provincial, and Regional health and family services agencies; represents, co-ordinates, and facilitates the Curve Lake First Nation's relations with those agencies on behalf of the Executive Director.



- Researches and prepares statistical, financial, policy, and other reports as required by the Executive Director.
 - Ensures adherence to Occupational Health and Safety procedures.
 - Attends meetings of Council and supports the Health and Family Services committee.
2. Health and Family Services Programs
- Responsible to the Executive Director for the effective and efficient management and direction of the health and family services and programs of the Curve Lake First Nation.
 - Provides leadership in the identification, adoption and promotion of programs and services to enhance the health and wellbeing of the people of the Curve Lake First Nation.
 - Supervises and directs the operation of the Health Centre building.
3. Other
- Performs such other related duties as may reasonable be required by the Executive Director.

QUALIFICATIONS: Basic Requirements: **(APPLICANTS MUST EITHER SHOW NECESSARY PROOF WITH APPLICATION OR PROVIDE AT TIME OF INTERVIEW)**

QUALIFICATIONS AND EDUCATIONAL REQUIREMENTS:

The incumbent to this position will meet the minimum requirements that include:

- Minimum of an undergraduate degree or diploma in Health Administration, Social Work or related field and 3-5 years management experience,
- Good knowledge, preferably gained through related experience, and training in the delivery of health and family services
- Working knowledge of governmental policies, programs, services and, procedures at the Federal, Provincial and Regional levels, relative to the delivery of health and family services
- High level sensitivity to issues impacting the First Nation.
- High level computer skills
- Exhibits a high degree of initiative and self direction; good analytical, organizational, verbal and written communication skills.
- Ability to assign tasks and to ensure successful completion of same.
- Good background in research; ability to conceptualize.
- Must be bondable.
- Ability to work with tact and discretion; high level public relations skills and good project management skills.

Personal Suitability:

- Be honest and trustworthy.
- Be respectful
- Possess awareness and sensitivity to the history, language, culture and traditions of the people of Curve Lake First Nation
- Be flexible
- Demonstrate sound work ethics
- Must demonstrate and ensure a high level of personal and professional conduct

Government Service Building
22 Winookeeda Street
Curve Lake, Ontario K0L1R0



Phone: 705.657.8045
Fax: 705.657.8708
www.curvelakefirstnation.ca

TERMS OF EMPLOYMENT:

This is a Permanent Full Time position beginning immediately. Annual salary range for this position will be **\$79,815 to \$86,910** based on a 39.5 hour work week.

APPLICATION:

Application forms and position descriptions are available at the Reception of the Government Services Building. Application forms can also be obtained from the Employment Resource Centre or from the Curve Lake First Nation website (www.curvelakefirstnation.ca) under documents.

Application package must consist of a completed application form, cover letter, resume, required documentation, addresses and phone number of two most recent employment references (if employed with Curve Lake First Nation previously, references from most recent Supervisor / Manager will be required). Please submit application package to the Government Services Building Receptionist to the attention of:

Agnieszka Mlynarz, Human Resources Administrator
Curve Lake First Nation Government Services Building
Curve Lake, Ontario K0L 1R0
Phone (705) 657-8045 Fax (705) 657-8708
Recruitment@curvelake.ca

Deadline for Applications: Friday, April 12th 2024 @ 12:00pm (noon)

Please ensure application is date stamped by the Curve Lake Government Services Building Receptionist. While only qualified applicants will be contacted for an interview, not necessarily all qualified applicants will be offered an interview.

While Curve Lake First Nation appreciates all applications, as outlined in the Curve Lake First Nation Human Resources Management Manual, applicants will be considered in the following priority: Level I: Internal Applicant, Level II: Any First Nation Member Applicants (s. 16(1) CHRA), and Level III: Any Applicants.

The successful candidate must provide an acceptable Canadian Police Information Check (CPIC) with Police Vulnerable Sector Check (PVSC) prior to commencing work.