

# Full-time Permanent Employment Opportunities



~ 2-year Contract  
Full-time @ 35  
hours/week,  
Leading to  
Permanent  
Placement

## Benefits:

- Paid vacation
- Paid Sick Leave
- Group Health & Dental Benefits
- Pension Plan

## Salary:

Alderville First Nation  
Salary Grid will apply -  
start rate is \$39.21 per  
hour

## Incoming Health & Social Services Manager

*Alderville First Nation is implementing succession planning for the Health & Social Services Department to ensure sufficient time for knowledge sharing, leadership development and a smooth transition of responsibilities to the next Health and Social Services Manager.*

*As such, AFN is initiating a recruitment search for an **Incoming Health & Social Services Manager**. You will bring senior management level experience and will mentor under and work closely with Phyllis Williams over the next two years. If you, or someone you know, may be interested in this opportunity you are encouraged to review the following job posting and apply for this position.*

### Position Summary:

Through succession planning, the **Incoming Manager of Health & Social Services** will mentor under and further develop capacity to take on the full responsibility of the general management of AFN's Health and Social Services Department under the direction and guidance of the current Health & Social Services Manager.

### Key Job Functions:

- Provides leadership, supervision and direction to the health and social services staff, maintaining complete confidentiality in recognition of the privacy entitlements of all members of the AFN Community.
- Provides direction for planning, organizing and coordination of all health and social services activities, programs, and services.
- Liaise with various levels of government as deemed appropriate in upholding the overall goals and objectives.
- Promotes and encourages community participation and awareness of local Health & Social Services Programs.
- that affects the lands and people of AFN.

### Financial:

- Completes all financial reports to relevant governments, organizations, funding agencies and the First Nation.
- Assists Program Coordinators in preparing proposals to initiate negotiations with appropriate government officials.
- Consults with H&SS Manager and Chief & Council with respect to annual budgets; assists in the preparation of financial budgets and forecasts for fiscal year funding in each program area.

### Planning & Advisory Services:

- Develops objective relationships with all staff to ensure fair and equitable service and assistance is provided.
- Advises, assists, and directs Program Coordinators in developing policies, procedures and/or proposals for the enhancement of the Health & Social Services programs.
- Encourages growth of existing programs and services by promoting a cohesive work environment and working with staff to resolve any personal conflicts.
- Participates and/or assists with development of job descriptions, recruitment, promotion, and evaluation of employees within the Health & Social Services Department.

### Liaison:

- Liaises with Health Canada, First Nations & Inuit Health Branch, and other local, provincial and federal agencies in order to utilize the present health delivery system and maintain a mutual awareness of needs, problems and policies.
- Coordinates and attends regular case management and staff meetings to keep up to date on the status of programs or new information concerning programs.
- Keeps community health professionals informed of relevant health policy updates, revisions, etc.
- Keeps current with First Nation health policies and proposed changes.
- Provides monthly activity reports to the First Nation Administrator.
- Advises Chief & Council on new developments from contact with government agencies.

# Human Resources - Employment Opportunities



**2-year Contract  
Full-time @ 35  
hours/week,  
Leading to  
Permanent  
Placement**

## Benefits:

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## Salary:

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## Minimum Qualifications:

- University degree is preferred in a Health Sciences, Business Administration or Human Resources related field or a combination of an undergraduate degree/college diploma with **significant management experience in a related field**.
- Five (5) years' progressive management responsibility with demonstrated ability to provide flexible and competent leadership and supervision for a multi-disciplinary team approach to health services and program delivery of health administration in the community.

## Considered an Asset:

- *Knowledge of/or experience with the following:*
  - Legislation governing First Nations (Ontario Health Act, Privacy Act, Child Welfare Act, Ontario Works Act).
  - Operating structure of Indigenous Services Canada (ISC), Health Canada, Ministry of Community and Social Services and the Ministry of Children and Youth Services.
  - Federal and Provincial programs available to First Nations including funding and contribution agreements, arrangements, regulations, and guidelines.
- *Demonstrated capacity in:*
  - Commitment to and understanding of community involvement in the development and implementation of programs and services.
  - Solid knowledge base and proficiency in program and service development and administration, delivery, and evaluation.
  - Ability to handle multiple responsibilities in a flexible and calm manner.
  - Excellent computer skills for reporting and presentation purposes.
- Must have valid class 'G' Ontario Driver's License, \$1M liability insurance and access to reliable transportation.
- Criminal Reference check and Vulnerable Sector Search is required if employment is offered.

## Preferred Experience:

- Excellent oral and written communication skills as well as interpersonal and leadership skills.
- Knowledge of health program planning and prioritizing methods.
- Knowledge and application of financial management.
- Knowledge and application of human resource management.
- Initiative and ability to work independently to meet deadlines.
- Ability to analyze problems, recommend and implement solutions.

*\*\* For full job description, contact Melissa Levesque, Human Resources Manager\*\**

**Deadline to Apply: *Job posting will remain open until filled.***

## How to Apply:

Applications must include a cover letter, current resume and three work-related references (name, phone #, email address of former Supervisors) and/or letters of reference).

## How to Contact:

Melissa Levesque, Human Resources Manager  
Phone: 905-352-2011 ext. 217  
Email: [mlevesque@alderville.ca](mailto:mlevesque@alderville.ca)

## Note:

Consideration will be given to documented past employment performance, attendance and reliability history for applicants previously employed by AFN. Applicants must meet the minimum qualifications outlined to be considered for an interview. Only those applicants selected for an interview will be contacted.

The AFN is committed to employment equity. All qualified candidates are encouraged to apply, however, qualified candidates who self-identify as members of Alderville First Nation or as "Aboriginal" as defined in the AFN Recruitment Policy, will be given preferential consideration for any position.

*Chief & Council retain the right to make the final decision on the selection of the successful candidate.*