



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:

MANAGER OF HEALTH PROMOTION Health and Family Services

The purposes of this position are:

- The Manager of Health Promotion is responsible for leading and managing staff who coordinate health promotion programs and initiatives within the First Nation community. They will collaborate to develop, implement, and evaluate strategies that promote health, wellness, and community well-being.

Duties:

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

1. Administration:
 - Responsible to the Director of Health and Family Services for the effective and efficient administration of health promotion programs.
 - Develops with staff, applications for grant and funding programs.
 - Monitors and reports to Director of Health on approved budgets for Health Promotion
 - Approves accounts payable, prepares purchase orders, prepares payroll documents for Health Promotion staff and develops and maintains documentation for respective funding agencies and submits same to the Finance Manager and Administrative Services for processing.
 - Maintains, with staff, inventories of supplies, equipment and materials at an adequate level; replaces when required within the First Nation's purchasing policy.
 - Manages and directs the employees of the Health Promotion programs consistent with the policies and administrative processes of the Curve Lake First Nation.
 - Evaluates employee performance; 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.
 - Researches and prepares statistical, financial, policy, and other reports as required by the Director of Health and Family Services
 - Ensures adherence to Occupational Health and Safety procedures.
2. Program Development and Implementation:
 - Oversee development and implement comprehensive health promotion programs and initiatives that align with the First Nation's goals and priorities.
 - Conduct needs assessments, research, and data analysis to identify community health needs and develop evidence-based strategies.
 - Lead staff in their collaboration with community members, leaders, and organization to design culturally appropriate health promotion interventions.



- Ensure the integration of traditional knowledge and practices into health promotion activities.
- 3. Community Engagement and Collaboration:
 - Establish and maintain collaborative relationships with community members, elders, health professionals, and external organizations with staff.
 - Facilitate community consultations and engagement processes to gather input and ensure programs meet community needs.
 - Collaborate with internal and external partners to leverage resources, share best practices, and enhance program effectiveness.
 - Represent the First Nation at relevant meetings, conferences, and events related to health promotion.
- 4. Program Management and Evaluation:
 - Develop program budgets, timelines, and work plans to ensure effective implementation and resource allocation.
 - Monitor program activities. Ensure staff evaluate outcomes and prepare reports to assess program effectiveness and impact.
 - Apply evaluation findings to refine programs, identify areas for improvement, and enhance program sustainability.
 - Maintain accurate records, documentation, and data related to program implementation and evaluation.
 - Report evaluative findings to Health Director for communication to community.
- 5. Supervision and Team Leadership:
 - Provide leadership, guidance, and supervision to a team of health promotion coordinators and support staff.
 - Foster a positive work environment that encourages professional growth, teamwork, and cultural sensitivity.
 - Conduct performance evaluations, identify training needs, and provide professional development opportunities for staff.
 - Promote a culture of inclusivity, respect, and collaboration within the health promotion team.

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:

- Degree or diploma in health promotion, public health, community health, or a related field. Management experience 2-3 years.
- In-depth knowledge of health promotion theories, models, and evidence-based practices.
- Strong understanding of social determinants of health and their impact on First Nation communities.
- Knowledge of culturally sensitive and relevant health promotion materials and resources.
- Knowledge of relevant legislation, policies, and frameworks related to Indigenous health.

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

Government Service Building
22 Winookeeda Street
Curve Lake, Ontario K0L1R0



Phone: 705.657.8045
Fax: 705.657.8708
www.curvelakefirstnation.ca

- Must demonstrate and ensure a high level of personal and professional conduct

TERMS OF EMPLOYMENT:

This is a Permanent Full Time position beginning immediately. Annual salary range for this position will be **\$62,637 to \$68,205** 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.