

MISSISSAUGAS OF SCUGOG ISLAND FIRST NATION
OPEN
JOB ANNOUNCEMENT
Health and Social Services Manager

POSITION: Health & Social Services Manager
POSTING DATE: October 5/2020
ANTICIPATED START DATE: As Soon As Possible
REPORTS TO: First Nation Manager
HOURS OF WORK: Monday to Thursday – 8:30 a.m. to 4:30 p.m.; Friday 8:30 a.m. to 1:00 p.m.
Occasional evening and/or weekend work may be required to meet operational needs.

Under the Direction of the First Nation Manager, the Health & Social Services Manager (HSSM) will be responsible for coaching the Health & Resource Centre team to plan, organize, implement and control health, social, cultural, and educational programming and services. The HSSM will also be responsible for developing health, cultural and social service-related policies and procedures for approval, implementation, and enforcement. The HSSM will provide front line supervision, direction, guidance and support to the Community Wellness Worker, Home Support Coordinator, Healthy Lifestyles Coordinator, Community Health Nurse, Child and Youth Support Worker, First Nation Child Welfare Representative (FNCWR); Cultural Coordinator, HRC Administrative Assistant; Education Advisor, and other staff and providers who administer MSIFN health, cultural and social programs and services to the community.

DUTIES:
DAILY

- Supervise day to day activities of staff and ensure adherence to HR policies and procedures
- Work with HRC team to ensure program activities meet the community needs and align with funder expectations and approved expenditures
- Support and coach staff with progression towards departmental objectives
- Develop staff in the areas of change management, accountability, and professional development.
- Foster, encourage and promote staff teamwork and effective communication
- Support FNCWR with child welfare cases
- Ensure Health & Safety compliance of staff, contractors and service providers who report to the HSSM
- Support staff with reviewing and approving budget account charges on purchase orders and invoices
- Review and monitor attendance of all staff and approve leave requests
- Oversee operations of HRC (staffing/usage/troubleshoot problem areas)
- Assign tasks to program staff
- Research health related information topics that would assist in meeting the community health needs
- Research, develop and implement policies to support implementation of best practices across program areas.

WEEKLY

- Delegate administrative tasks
- Review and approve timesheets
- Support community member requests for health services/programs
- Counsel and advise staff on programming ideas/design/implementation
- Advise Council on all child welfare matters
- Oversee policies and procedures for designated programs and make recommendations/decisions
- Effect Staff Communications (e-mail, interpretations, community newsletter inserts, surveys, meeting summaries, etc.)

MONTHLY

- Coordinate professional development initiatives for staff as required
- Act as a liaison and public relations officer in matters related to areas of responsibility
- Attend Committees/Meetings (Managers Meetings, Monthly Report Meetings with Council, HRC Staff Meetings)
- Negotiate funding agreements and plan, administer and control budgets for designated programs
- Act as the Ontario Works Administrator in preparing and submitting reporting requirements
- Develop and maintain working relationships with other governments, aboriginal organizations, community and other stakeholders
- Support HRC staff in the development of workplan to be 1) created in conjunction with the employee, or portfolio councilor; 2) submitted with the annual budget each year; 3) monitored monthly and coaching of the employee to accomplish the work plan. 4) reviewed with the PIM process with the employee to measure success.

QUARTERLY

- Attend quarterly meetings of Ontario Health East Region , DHT and Southeast Area Health Board (SEAHB)
- Support staff with preparation of funding reports (financial/narrative)
- Prepare policies (prepare drafts/co-ordinate feedback/final copy)
- Participate in Strategic Planning

ANNUALLY

- Conduct probationary and annual Employee Performance Review Meetings
- Coordinate Service Providers and Contractor agreements and requirements
- Budget Preparation & Variance Analysis of all HRC program budgets
- Support program planning with HRC staff to identify priority areas of upcoming fiscal year
- Prepare proposals for identified needs
- Conduct Compensation Reviews with Management Committee
- Coordinate budget submissions & year end reports to funding agencies (UOI/FNIHB/MCYS/OTTER) and oversee year end activities related to budgets
- Make arrangements with health care service providers, traditional healers and elders re: agreements, requirements (WSIB clearance and liability insurance) per the Contractors and Service Providers Policy
- Negotiate funding agreements with various funding agencies
- Research and access employee training funding opportunities

AS REQUIRED

- Liaise with members/general public on specific issues; assist with troubleshooting problems; refer to appropriate department and/or organization
- Liaise, assist and support members regarding specific federal/provincial government initiatives
- Participate in interviewing, hiring, orienting and training designated staff
- Support new employees in orientation to policies and procedures and policy interpretation
- Assist staff in establishing attendance and performance standards, work plans, training plans, action plans, accommodations, agreements and professional development requirements to reduce absenteeism and improve performance
- Work collaboratively with employees in resolving progressive discipline issues
- Receive questions, requests or complaints from employees and advise on conflict resolution, mediation, investigation, and/or grievance procedures and options
- Meet with community members to evaluate services
- Submit agenda items for Planning and Staff Meetings
- Resolve Health and Resource Centre client complaints and issues, if unresolved refer to Internal Complaints Policy & Procedures
- Present program updates at monthly staff meetings
- Backup the duties of the First Nation Child Welfare Representative (FNCWR)
- Oversee the administration of the Donations Committee Health fund through the Home Support Coordinator
- Develop and assist in the design of acquiring health services to meet community needs
- Oversee one-time programs
- Manage Family Violence Program through the Healthy Lifestyles Coordinator position
- Collaborate with HR in separation contracts and agreements (terminations, layoffs, retirements, etc.)

- Special projects, assigned tasks and additional regular duties as required by the First Nation Manager and Council
- Coordinate the implementation of a database to support HRC programs and services

PAY RATE: \$51.50/hr. - \$59.11/hr. (Pay Range A)
(\$93,730.00 - \$107,580.20 per year based on a 35 hour work week)
Lieu Time Policy applies to additional hours beyond 35 hours per week.

MINIMUM QUALIFICATIONS:

- Bachelor's degree in a health or social services field required
- Master's degree in Health Administration, Health Services, Social Services, Community Development, Public Administration, or related field preferred
- Minimum 5 years related management experience in the health field, minimum 10 years total work experience
- Valid driver's license and \$1M liability insurance
- CPIC and VSS acceptable to position upon conditional offer
- Knowledge and understanding of Native culture, traditions, teachings, community dynamics
- Knowledge of legislation governing First Nations (Ontario Health Act, Privacy Act, Child Welfare Act, Ontario Works Act, Education Act, Anishnabek Education System)
- Demonstrated knowledge of financial budgeting processes
- Demonstrated computer literacy and skills: Microsoft Word, Excel, PowerPoint, Outlook
- Excellent communication skills, problem solving and mediation skills
- Knowledge of the operating structure of Indigenous Services Canada/Health Canada/Ministry of Community and Social Services/Ministry of Children & Youth Services
- Knowledge of federal and provincial programs available to First Nations
- Knowledge of federal/provincial funding and contribution agreements/arrangements, regulations/guidelines
- General knowledge of Human Resources procedures
- Ability to multi-task and work with a high level of confidentiality, tact and discretion

Considered an asset:

- Additional Indigenous training and education will be considered an asset

TO APPLY: Complete application form (mandatory - can be picked up at the First Nation office) or also send resume, including a cover letter, to Merridy Curtis (e-mail or fax acceptable).

DEADLINE: **October 18/2020**
(applications will not be accepted after this date and time)

QUESTIONS: Merridy Curtis, Administrative Assistant to Human Resources Manager
Phone: 905-985-3337 Ext. 242
Fax: 289-312-4647
mcurtis@scugogfirstnation.com

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

The MSIFN is committed to employment equity. All qualified candidates are encouraged to apply; however, Aboriginal applicants will be given priority. Qualified candidates who self-identify as "Aboriginal" as defined in the MSIFN Recruitment Policy, will be given preferential consideration for any position.

"An Equal Opportunity Employer"