

SENIOR LEADERSHIP OPPORTUNITY

Manager, Health & Social Services

*Permanent Full-time @
35 hours/week*

Benefits:

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

*Contact Human
Resources for full Job
Description*

Position Summary:

Under the direct supervision of the First Nation Administrator, the Manager of Health and Social Services is responsible for the general management of all matters pertaining to the health and social services programs and departments, including overall financial management. You will provide 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. You will also provide direction for planning, organizing, and coordination of all health and social services activities, programs and services. This position requires you to liaise with various levels of government as deemed appropriate in upholding the overall goals and objectives. Finally, you will promote and encourage community awareness and participation in local Health and Social Services Programs.

Planning & Advisory Services:

- Advise, assist and direct Program Managers in developing policies, procedures and/or proposals for the enhancement of the Health & Social Services programs;
- Advises on new management concepts and innovative ideas, that is, prioritizes programs and activities via the restructuring of operations to run effectively and efficiently;
- Maintains objective relationships with all staff to ensure fair and equitable service and assistance is provided;
- Encourages growth of existing programs and services by promoting a cohesive work environment and working with staff to resolve any personal conflicts.

Financial:

- Researches and recommends sources of funding for Health & Social Services programs.
- Assists Program Managers in preparing proposals to initiate negotiations with appropriate government officials.
- Consults with Chief & Council with respect to annual budgets; assists in the preparation of financial budgets and forecasts for fiscal year funding in each program area.

Liaison:

- Liaise 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

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Salary:

Alderville First Nation
Salary Grid will apply -
targeted start rate is
\$40.46 - \$42.59 per hour

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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;
- Demonstrated:
 - 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 and access to reliable transportation;
- Criminal Reference check and Vulnerable Sector Search is required if employment is offered.

Knowledge and Skills:

- Knowledge of the history and dynamics of Alderville First Nation an asset;
- Proven ability to network effectively and productively with the community, community organizations and agencies, health board, government and other agencies outside the community;
- 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.

Benefits: As per AFN's Personnel Policies & Procedures, this permanent full-time position offers mandatory Group Health Benefits (cost share of premium at 20% for employee); Pension Plan participation, two (2) weeks paid vacation to start and paid sick leave credits up to 15 days/fiscal year.

Deadline to Apply: first screening Tuesday, January 5, 2021 at 4:30p.m.

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. 261
Fax: 905-352-3242
Email: 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.

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