

# INTERNSHIP LEADING TO PERMANENT STATUS



## INCOMING HEALTH & SOCIAL SERVICES MANAGER

### Position Summary:

During this one (1) year internship, the *Incoming Health & Social Services Manager*, will bring senior management level experience while benefiting from the mentorship of the outgoing incumbent who will provide knowledge sharing, further leadership development and a smooth transition of responsibilities over the next year.

You will develop capacity to *transition into the permanent, full-time Health & Social Services Manager position* who is accountable for providing leadership and strategic direction to staff and programs in the areas of Community Health & Social Services. You will become responsible for developing health, cultural, and social service-related policies & procedures for approval, implementation, and enforcement. You will demonstrate capability for front-line supervision including overseeing department human resources related matters, training and development, program delivery and outcomes, financial revenues and expenditures and ensure that departments and program staff are in alignment with the Alderville First Nation (AFN) government strategic goals.

### 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.
- Liaises 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.

### 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 Chief & Council with respect to annual budgets; assists in the preparation of financial budgets and forecasts for fiscal year funding in each program area; oversees department budgets in accordance with First Nation policies and procedures.

### 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 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 Manager.
- Advises Chief & Council on new developments from contact with government agencies.

**Full-time @ 35  
hours/week**

### Normal Hours of Work

Monday - Thursday:

8:15am to 4:30pm

&

Friday:

8:15am to 1:15pm

### Salary Range:

\$35.70 - \$41.34\* per  
hour

\*While Alderville First  
Nation Salary Grid will  
apply - start rate will be  
commensurate with  
experience.

### Benefits:

- Paid Vacation!
- Paid time off over  
Holiday Shutdown!
- 14 Statutory  
Holidays!
- Paid Sick Leave!
- Group Health &  
Dental Benefits  
including Long-term  
Disability (LTD) and  
Employee Family  
Assistance Program  
(EFAP)!
- Pension Plan with  
Employer Match!

**\*Previously  
interviewed  
candidates may  
reapply\***

# INCOMING HEALTH & SOCIAL SERVICES MANAGER cont'd



## Full-time @ 35 hours/week

### Normal Hours of Work

Monday - Thursday:

8:15am to 4:30pm

&

Friday:

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## Salary Range:

\$35.70 - \$41.34\* per hour

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## Benefits:

- Paid Vacation!
- Paid time off over Holiday Shutdown!
- 14 Statutory Holidays!
- Paid Sick Leave!
- Group Health & Dental Benefits including Long-term Disability (LTD) and Employee Family Assistance Program (EFAP)!
- Pension Plan with Employer Match!

## 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.
- Three to five (3-5) 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.
- 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.

## 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.

## Preferred Experience:

- Excellent oral and written communication skills including strong interpersonal and leadership skills.
- Knowledge and application of financial management.
- Knowledge of health program planning and prioritizing methods.
- 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 Human Resources\*\**

## Deadline to Apply: **May 25th, 2023.**

## 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:

Human Resources Recruitment

Phone: 905-352-2011 ext. 217

Email: [humanresources@alderville.ca](mailto:humanresources@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.*