

Job Description

Health Director

**PURPOSE OF THE POSITION**

Under the general direction of the Health Committee and reporting directly to the Director of Operations the Health Director is responsible for carrying out the duties as outlined herein.

**SCOPE**

The Health Director is a key and vital position and is responsible for maintaining administrative records, funding, Accreditation Standards, reporting of One Arrow First Nations Health Department.

**RESPONSIBILITIES**

**DUTIES**

1. Adhere to the Personnel Policy Manual as set out by the One Arrow First Nation Chief and Council;
2. Maintain strict confidentiality at all times;
3. Must understand, support and participate in the community enhancement initiatives in working towards the vision of One Arrow First Nation which improves the quality of life for membership;
4. Plan a monthly calendar and provide a copy to direct supervisor and staff and upon request;
5. Ensure the provision of health program information to community membership;
6. Perform an advisory role to the Health Committee and Chief and Council regarding health issues;
7. Review and update the Community Health Directional plans with the assistance of the Health Committee including community assessments/consultations, policy development, program development, database development and systems for service delivery;
8. Provide a leadership role in the coordination, implementation and evaluation of the community health plan as identified by the community and approved by the Health Committee;
9. Establish and maintain linkages with outside agencies to build and enhance health programming;
10. Coordinate staff and team meetings to ensure effective integration of programs and services;
11. Liaise with other management staff of the One Arrow First Nation for the Health Program staff;
12. Supervise and provide annual performance evaluations for all health program staff;
13. Ensure appropriate clinical supervision is available at all times noting there is a liaison that must occur between the Health Director and the clinical supervisor;
14. Ensure that action is taken on Environmental Health or Communicable Disease issues by the appropriate community staff, outside agencies as necessary;
15. Ensure staff maintain and upgrade their professional competence by attending refresher and training courses;
16. Assist with staff recruitment, screening, and interview processes with the Health Committee;
17. Ensure orientation for all new Health Centre staff and leadership as appropriate;
18. Assist the Health Committee in the planning and development of the Health Program budget;
19. Implement the budget for managing the Health Program funding available to One Arrow First Nation;
20. Ensure that all documentation and reporting for the health program is complete and up-to-date;
21. Prepare or have available monthly reports of program and financial activities for the Health Committee and Chief and Council;
22. Work with the Receptionist/Clerk and the Accounting Clerk to ensure efficient administrative processes are completed;
23. Work with the Finance to manage the Health Centre finances as defined in the finance policy; ensure budget review meetings as appropriate; assist in financial negotiations with funding agencies;
24. Seek additional funding through grants and fundraising activities to enhance the health programs;
25. Oversee the preparation of written proposals to various funding agencies for health programs;
26. Ensure the completion of capital projects or minor repairs at the Health Centre;
27. Preform other related duties and responsibilities as assigned within the scope of duties.

## QUALIFICATIONS

1. Relevant Post-Secondary Degree.
2. Management experience preferably in a health-related field.
3. Experience in developing, implementing, managing and evaluating budgets.
4. Strong organizational and administrative skills.
5. Excellent interpersonal and communications skills (both oral and written).
6. Demonstrated ability to work in a community-based organization.
7. Ability to work as a team player at the management level and inspire a team orientatin with the Health staff.
8. Ability to be a role model demonstrating a high level of job performance and the ability to be respectful to all people and agencies.
9. Ability to speak Cree, an effective understanding of Cree culture and spirituality, and experience working with First Nations communities is preferred.
10. Knowledge and experience working with computer software applications and experience with data input systems.
11. Must possess a valid Saskatchewan driver’s license and have a dependable vehicle and meet the community insurance requirements.
12. Must have a clear current CPIC (Canadian Criminal Records Check), which identifies a vulnerable sectors check.

**KNOWLEDGE, SKILLS AND ABILITIES**

(The knowledge, skills and attitudes required for satisfactory job performance)

**Knowledge**

The incumbent must have proficient knowledge in the following areas:

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| --- | --- |
| Knowledge of Accreditation Standards | An understanding of relevant  legislation, policies and procedures |
| Health/ICFS/Maternal Health/Nursing/Mental Health planning theories and practices | Tribal Council structure and operations |
| Health related legislation and by-laws |  |

**Skills**

The incumbent must demonstrate the following skills:

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| --- | --- |
| Analytical and problem-solving skills effective verbal and listening communications skills | Computer skills including the ability to use excel spreadsheet and word-processing programs at a highly proficient level |
| Team building | Decision making skills |
| Stress management skills | Time management skills |

**Personal Attributes**

The incumbent must demonstrate the following personal attributes:

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| --- | --- |
| be honest and trustworthy | be respectful |
| possess cultural awareness and sensitivity | be flexible |
| demonstrate sound work ethics |  |

The Health Director would normally attain the required knowledge, skills and attitudes through completion of an office procedures course combined with related experience.

Equivalencies will be considered.

**WORKING CONDITIONS**

(The unavoidable, externally imposed conditions under which the work must be performed and which create

hardship for the incumbent including the frequency and duration of occurrence of physical demands, environmental

conditions, demands on one’s senses and metal demands.)

**Physical Demands**

(The nature of physical effort leading to physical fatigue)

The Health Director will have to spend long hours sitting and using office

equipment and computers, which can cause muscle strain. The Health Director may

also have to do some light lifting of supplies and materials from time to time.

**Environmental Conditions**

(The nature of adverse environmental conditions affecting the incumbent)

The Health Director may have to manage a number of projects at one time, and may

be interrupted frequently to meet the needs and requests of residents, clients and contractors. The

Health Director may find the environment to be busy, noisy and will need excellent

organizational and time and stress management skills to complete the required tasks.

**Sensory Demands**

(The nature of demands on the incumbent’s senses)

Sensory demands include use of the computer, which may cause eyestrain and occasional

headaches. The Band Administrative/Health office may be noisy and busy making it difficult for Health Director to concentrate.

**Mental Demands**

(Conditions that may lead to mental or emotional fatigue)

Significant stress is caused by the need to reject applications for health-related items. Stress may be caused by the need to complete tasks within tight deadlines.

**CERTIFICATION**

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| --- | --- |
| Employee Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Printed  Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  I certify that I have read and understand the responsibilities assigned to this position. | Supervisor’s Title\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Supervisor’s Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  I certify that this job description is an accurate description of the responsibilities assigned to  the position. |
| Chief \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  I approve the delegation of responsibilities outlined herein within the context of the attached organizational structure. | |

The above statements are intended to describe the general nature and level of work being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of the position.