



MANAGER – HEALTH PROGRAMS

Reports To: DIRECTOR of HEALTH

Position Summary

The **MANAGER – HEALTH PROGRAMS** supports the overall operations of the Muskoday Community Health Centre by providing leadership, coordination, and oversight of health programs, crisis services, staff supervision, administrative functions, and community-based initiatives. This position assists in ensuring that all programs are delivered in a culturally safe, trauma-informed, and client-centred manner while supporting the **DIRECTOR OF HEALTH** in achieving organizational goals and maintaining quality service delivery.

The **MANAGER – HEALTH PROGRAMS** acts as a liaison between staff, community members, leadership, and external partners, helping to ensure efficient operations, effective communication, and continuous improvement of health services.

KEY RESPONSIBILITIES:

Leadership and Operations

- Assist with the day-to-day management of Community Health Centre operations.
- Support the implementation of strategic plans, policies, procedures, and program objectives.
- Act on behalf of the Director during absences as delegated.
- Monitor service delivery to ensure quality, efficiency, and compliance with organizational standards.
- Participate in management meetings and provide recommendations for program improvements.
- Support emergency preparedness planning and community response initiatives.

Staff Supervision and Support

- Provide supervision, guidance, mentorship, and support to program staff.
- Assist with staff scheduling, workload management, and coverage planning.
- Participate in recruitment, orientation, training, and performance evaluations.
- Support conflict resolution and promote a positive workplace culture.
- Ensure staff adhere to policies, professional standards, and workplace safety requirements.

Crisis Services Coordination

- Assist in coordinating crisis response services and support for community members experiencing emergencies, mental health challenges, grief, trauma, or other crises.
- Support crisis intervention planning, follow-up services, referrals, and case coordination.
- Ensure culturally appropriate and trauma-informed approaches are integrated into crisis services.
- Participate in community emergency response planning and service coordination.

Program Development and Community Engagement

- Assist in developing, implementing, and evaluating health and wellness programs.
- Coordinate community events, workshops, awareness campaigns, and health promotion activities.
- Build and maintain positive relationships with community members, Elders, leadership, service providers, and external agencies.
- Support culturally grounded programming that incorporates traditional teachings and Indigenous perspectives.

Administration and Reporting

- Maintain accurate records, reports, and program documentation.
- Assist with proposal writing and funding applications
- Ensure reporting requirements are completed when due
- Monitor program budgets and expenditures as assigned.
- Prepare statistical reports and program evaluations.
- Support data collection and quality improvement initiatives.

Client Services and Care Coordination

- Assist clients in accessing health, social, mental health, housing, and community resources.
- Support case management and referral processes.
- Ensure confidentiality and privacy standards are maintained.
- Advocate for clients and families while promoting holistic wellness.

Occupational Health and Safety

- Promote a safe and healthy workplace environment.
- Ensure compliance with Occupational Health and Safety regulations and organizational policies.
- Participate in incident investigations and corrective action planning.
- Support staff wellness initiatives.

QUALIFICATIONS:

Education

- Diploma or Degree in Health Sciences, Social Work, Human Services, Indigenous Studies, Business Administration, Community Development, or a related field.
- A combination of education and relevant experience may be considered.

Experience

- Minimum 3–5 years of experience in health, social services, crisis intervention, program coordination, or community-based services.
- Previous supervisory or leadership experience preferred.
- Experience working with First Nations communities and Indigenous health programs is an asset.

Knowledge and Skills

- Strong leadership, organizational, and problem-solving abilities.

Muskoday First Nation
Health Program
Career Opportunity

- Knowledge of trauma-informed care, crisis intervention, harm reduction, and community wellness approaches.
- Understanding of Indigenous culture, traditions, and community-based health services.
- Excellent communication, interpersonal, and conflict-resolution skills.
- Strong report-writing, budgeting, and administrative skills.
- Proficiency in Microsoft Office and electronic record-keeping systems.

Requirements

- Valid Class 5 Driver's License and reliable transportation.
- Criminal Record Check with Vulnerable Sector Screening.
- First Aid/CPR Certification (must obtain during the probationary period).
- Ability to maintain confidentiality and professional boundaries.

Working Conditions

- Full-time position (37.5 hours per week).
- Occasional evening and weekend work may be required.
- Some travel may be required for meetings, training, and community events.
- On-call support may be required during emergencies or community crises.

Core Values – The MANAGER – HEALTH PROGRAMS will uphold and promote:

- Respect
- Integrity
- Accountability
- Cultural Safety
- Compassion
- Teamwork
- Community Wellness
- Indigenous Knowledge and Traditional Teachings

"Supporting healthy individuals, families, and communities through leadership, collaboration, and culturally grounded care."

Salary \$70,000.00-80,000.00 depends on experience

Application Process

If interested in this opportunity, please submit a current resume with 3 professional work references to:

Ernie Dreaver – Human Resources Officer
Box 99
Muskoday, SK
S0J 3H0

Application email: resume@muskodayfn.ca

Deadline for Applications

August 10th, 2026 at 4:30pm