

Ojibway Nation of Saugeen
General Delivery
Savant Lake, Ontario
POV 2S0 Canada

(807) 928 2824 Bus
(807) 928 2710 Fax



JOB TITLE: Health Director

The Ojibway Nation of Saugeen is looking for a hardworking, energetic and reliable individual to join our team as a Health Director.

DETAILS:

Starting Wage: Negotiable

Employment Status: Full Time

Hours of Week: Minimum of 35 hour work week

Location: Primarily based out of the Ojibway Nation of Saugeen

Start Date: ASAP

Housing: Housing with position, negotiable

JOB OVERVIEW:

Working for the Ojibway Nation of Saugeen, The Health Director carries out the vision, objectives and strategic direction set by the Customary Chief and Headmen in collaboration with Health Canada. The Health Director reports to the Band Manager, and is responsible for the efficient management of all health related departments, facilities, programs, services, and staff.

MAIN JOB TASKS AND RESPONSIBILITIES:

- Play the lead role in the development and implementation of the Ojibway Nation of Saugeen's Health delivery & wellness programs and services.
- Responsible for overseeing all health & wellness related programs and services delivered by the ONS, both current and those developed in the future, in consultation with the Band Manager and the Community Health Representative.
- Maintain a working knowledge of federal, provincial, and First Nations health legislation / policies / actions relating to, or impacting health services.
- Provide recommendations for, and assist as requested, in the development of health policies and procedures.
- In consultation with appropriate health staff, develop and submit the annual health department budget to the Band Manager for the Customary Chief and Headmen's review and approval;
- Coordinate and attend meetings as necessary.
- In consultation with the Band Manager, is responsible for the recruitment, retention, and evaluation (i.e., job evaluation, adherence to work plans, discipline) of all health staff;
- Review of monthly financial reports / expenditures to ensure compliance with approved budget.
- Ensure the safe and secure operations, maintenance and ongoing functionality of the Health Centre ensuring, as much as possible, the health and welfare of staff and community members accessing the facility;
- In conjunction with the Customary Chief and Headmen, ensure open and ongoing communications with community and applicable government agencies.

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- Ensure that reports required by Indigenous Services Canada (ISC), FNIHB, and other funding or partner agencies are completed and forwarded as per agreed to format, timelines and contract requirements; and
- Ensuring that plans, policies and activities undertaken promote and reflect the holistic health and well-being in a way that incorporates and promotes the culture of the community.

EDUCATION, EXPERIENCE, AND SKILLS:

- Certificate, Diploma or Degree in Health Field studies, preferred.
- Equivalent experience of three (3) years in related health field.
- Proficiency written & verbal skills.
- Knowledge of applicable Indigenous Services Canada regulations and funding processes, as well as Federal and Provincial Policies and Regulations relating to First Nations Health.
- Knowledge and understanding of financial management practices, including budgeting and reporting.
- Proven ability to work independently and within a team.
- Ability to synthesize and effectively disseminate information.
- Ability to maintain the highest degree of confidentiality.
- First Aid, CPR certification an asset or willing to obtain.
- Satisfactory Criminal Record Check, Child Abuse Registry and Vulnerable Sector Check.
- First consideration will be given to applicants who are members of the Ojibway Nation of Saugeen.
- Must possess a valid Driver's License.

WORKING CONDITIONS:

- The Health Director shall work a minimum of a 35 hour work week. Flexibility in hours to be discussed and approved by the Band Manager.
- Willing to travel and work overtime as may be required from time to time.

Please submit your cover letter and resume to Fran Machimity, Band Manager, fran@ojibwaynationofsaugeen.ca by Friday, November 19th, 2021 @ 1:00 pm. All applicants must submit a resume and cover letter to be considered for this position. Please note only the successful candidates will be notified for an interview.

We would like to thank all applicants, in advance.