



EMPLOYMENT OPPORTUNITY

SWAN LAKE FIRST NATION
Box 368, Swan Lake, MB R0G 2S0

Position:	Director of Health Services	Dept:	Health
Term:	Full-Time	Rate of Pay:	Based on Experience
Reports to:	Director of Operations & Chief and Council	Close Date:	Open until filled.

Position Summary:

The Swan Lake First Nation Director of Health Services shall report directly to the Swan Lake First Nation Chief and Council. He/ she shall work with the health staff to plan, coordinate, and manage the health services of the Swan Lake First Nation.

Duties and Responsibilities:

- Provide a co-ordination and liaison function between the SLFN health staff and the SLFN Chief and Council.
- Provide a co-ordination and liaison function between the SLFN Chief and Council and the staff at First Nations and Inuit Health Branch.
- Plan, manage and co-ordinate all health programs, in collaboration with the health staff, at the SLFN.
- Facilitate community information sharing by organizing regular meetings of SLFN health staff and community members.
- Facilitate the networking process between other programs within the SLFN community and health services.
- Create a partnership and facilitate an information-sharing network with other Director of Health Services within the Dakota Ojibway Tribal Council area.
- Assist in the hiring of health staff by participating in the screening, interviewing and orientation process.
- Prepare briefing notes, options, and recommendations for the SLFN Chief and Council regarding health issues.
- Assist in the evaluation of contracts and services provided by the various health care providers and agencies.
- Provide a co-ordination and liaison function between the SLFN health staff, community members and the Chief and Council with the Central Regional Health Authority
- Prepare the necessary documentation to assist in the negotiations of health services contribution agreements.
- Provide support, and supervision to the health staff.
- In collaboration with the Chief and Council and the SLFN health staff, plan and implement transfer and control of health resources to the SLFN.
- Assist in the work plan review, budget preparation and operational planning of SLFN health services.



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- Monitor work plan progress, financial expenditures, and program activities on a monthly basis.
- Provide activities and financial expenditure reports to the Chief and Council on a monthly basis.
- Ensure the terms and conditions of the contribution agreements are met.
- Liaise with outside agencies such as hospitals, medical service providers, and federal and provincial government representatives.
- Assist SLFN members who request assistance and information regarding procedures, policies and services in a timely fashion and ensure appropriate follow up procedures.

Accountability:

- Work under the authority of the SLFN Chief and Council, with supervision provided by the Director of Operations.
- Ensure that the health staff members are accountable for their time and activities.
- Ensure that the areas of responsibility are administered in accordance with the SLFN Administrative, Financial and Personnel Policy Manuals.

Administration:

- Ensure annual work plans are completed.
- Ensure all required or requested reports are completed in a timely manner.
- Ensure all contractual agreements are reviewed, clarified, and signed in a timely manner.
- Ensure that appropriate staff are in place to provide effective and efficient health care services to the SLFN community members.
- Ensure appropriate execution and authorization of all forms and requests required as they relate to staff and administration.
- Prepare all budgets, in collaboration with health staff.
- Conduct SLFN business in accordance with the wishes and direction of the SLFN Chief and Council.
- Provide support to health staff in negotiations, consultation, and evaluations to health programs.
- Identify staff training needs and methods of providing the required training.



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QUALIFICATIONS:

Education and Experience:

- Post-secondary degree in Health/ Administration/ Management and or an equivalent combination of education, training, and experience.
- Minimum of ten (10) years of Executive Leadership experience within a health care setting.
- Minimum of five (5) years of supervisory experience leading a multidisciplinary team.
- Proficiency with a variety of computer applications (Word, Excel, Outlook, PowerPoint)
- Must be able to travel as required and requested.
- Must hold and maintain a Valid Standard First Aid Certificate
- Certified as a First Nations Health Manager is an asset.
- Experience working with First Nation Community is an asset.
- Be able to work flexible hours including after hours and weekends, as needed.

CONDITIONS OF EMPLOYMENT:

- Must hold and maintain a Valid Class Drivers 5 drivers license and access to a reliable vehicle as travel will be required.
- Clear Criminal Record and Vulnerable Persons check and Child Abuse Registry check.
- Applicants must be bondable.
- Must be willing to submit to random drug testing.

Must Submit a Clear Criminal Record Check and Vulnerable Sector Check

Please submit resume, cover letter and references with position applying for in subject box to:

Paula Cameron – Human Resources Manager – Swan Lake First Nation

Email: careers@slfn293.ca

Tel: (204) 836-2101 Fax: (204) 836-2255