



shíshálh Nation

Community Services Health Programs Manager **Employment Opportunity**

Job Summary:

The shíshálh Nation is currently seeking a dynamic individual for the position of Community Services Health Programs Manager. In 1986 the shíshálh Nation became the first self-governing and independent first nation in Canada. We are located in Sechelt, the growing seaside community on BC's beautiful Southern Sunshine Coast, and offers the advantages of life in a picturesque smaller community with easy access to the lower mainland. Surrounded by natural beauty, Sechelt is a vibrant cultural community with ample outdoor marine and land based recreation. If you are looking to make a positive difference in a progressive organization, we would like to hear from you.

This position is responsible for managing the day-to-day business of the Community Services Division, with a particular focus on Health Services. The Health Programs Manager will assist in the planning, organization, development, publicity, and evaluation of the shíshálh Nation's various programs, in accordance with the Divisional Manager's directions. The Health Programs Manager will also perform supervisory, administrative and professional duties in the operation of the organization.

Duties and Responsibilities:

- Assist the Divisional manager to ensure all employees comply with the organization policies, procedures and standards
- Direct, supervise and coordinate the activities and work of departmental staff
- Provide recommendations and ensure the Divisional Manager is briefed on all relevant matters
- Assist department staff on day to day issues e.g., interpretation of policies and procedures, addressing community members needs or concerns
- Support staff in problem solving matters related to clients or department operations
- Make recommendations on department goals and objectives to support Band's strategic direction and to meet needs of community
- Develop evaluation criteria for programs, and evaluate and report on the success of programs in achieving their goals
- Plan and administer budgets for programs, equipment, and support services
- Develop solutions to improve current business processes and make them more efficient
- Schedule and conduct regular staff and interdisciplinary meetings
- Communicate effectively and use professional approach with all team members, clients and outside agencies
- Establish and oversee administrative procedures to meet objectives set by strategic plan
- Assist the Divisional Manager in completing annual employee performance reviews for the research staff, support staff in achieving annual development goals

- Direct, supervise, and evaluate staff who may include Registered Nurses, Community Health Representative, Family Support Worker, Home Support Workers, and Wellness coordinators
- Set a tone of leadership that is people-oriented, collaborative in nature and focused in data based decision-making
- Oversee and assist with the planning and implementation of program enhancements
- Other duties which are congruent and consistent with the nature of the job

Qualifications:

- Bachelors in Health or Social Science would be preferred
- 5 years of relevant work experience in a managing programs and services, including managing staff and budgets in a related field
- A combination of education, training, and experience equivalent to the above will be considered
- Knowledge and experience with current issues and programs related to First Nations and wellness programs
- Must have a demonstrable ability to lead and motivate staff; to plan and organize work activities
- Knowledge of the budgeting and reporting requirements is required
- Strong computer skills with proficiency in Windows, Microsoft Suite and a willingness to learn new software programs.
- Strong interpersonal skills with demonstrated ability to work effectively with a wide variety of internal as well as external stakeholders
- Must have excellent communication skills, both written and verbal
- Ability to write clear and accurate reports.
- Must have excellent organizational and time management skills and
- Demonstrated ability to work independently and expeditiously under tight timeframes, deadlines and competing priorities
- Demonstrate tact, diplomacy and sound judgement
- Supervisory experience an asset
- Project Management experience an asset
- Strict confidentiality requirements
- Successful Criminal Record Check

Working Conditions:

- Office hours are 8:30 am to 4:30 pm, Monday through Friday
- Some travel may be required
- Additional hours may be required
- Dealing with challenging clients with compassion and discretion.

We sincerely thank all applicants for their interest in the position, however only qualified applicants will be contacted for an interview.

Please send your cover letter and résumé to Anne-Louise McManus, HR Consultant at:
amcmanus@secheltnation.net