



Employment Opportunity

Full-time Health Director

H'ulh-etun Health Society has an immediate opportunity for full-time Health Director. The Health Director reports directly to the Board of Directors. This role is responsible for the day-to-day operations of the organization including staff, budgets and planning processes. The Health Director also acts as the spokes-person for the Society and must build and maintain healthy and strong relationships with the Chiefs and Councils from the nations we serve. Alongside the Strategic & HR Director, the Health Director will ensure that the Strategic Initiatives are planned and implemented successfully. This role is integral in overseeing the success and high-level of services and events.

H'ulh-etun Health Society currently serves three First Nations and employ 25 permanent staff and several casuals. We also have professional contractors that provide services in-house, such as a Dentist, a Nurse Practitioner and a Family Physician.

THE RESPONSIBILITIES AND DUTIES MAY INCLUDE, BUT NOT LIMITED TO:

LEADERSHIP

- Participate with the Board of Directors and the Strategic & HR Director in developing and implementing the strategic plan to guide the organization
- Identify, assess, and inform the Board of Directors of internal and external issues that affect the organization
- Act as an advisor to the Board of Directors on all aspects of the organization's activities
- Develops strong and effective relationships with all staff
- Leads with fair and consistent application of policies and procedures
- Manages staff respectfully, fairly and earnestly
- Promotes and supports a strong team environment
- Builds capacity within individuals and teams
- Takes initiative to promote and seek out new communities to join our Society
- Open style communication
- Role-model high levels of accountability, ethics and values
- Represent HHS at community activities to enhance the organization's community profile.
- Act as the Privacy and Securities Guardian to ensure compliance with the Panorama Policy and Procedures Manual and Provincial Regulations and Requirements

OPERATIONAL PLANNING AND MANAGEMENT:

- Develop an operational plan which aligns with the goals and objectives of the strategic direction and health plan
- Ensure that the operation of the organization meets the expectations of member Nations, Board and Funders
- Oversee the efficient and effective day-to-day operation of HHS
- Develop and update policies for the approval of the Board and prepare procedures to implement the organizational policies; review existing policies on an annual basis and recommend changes to the Board as appropriate
- Ensure that personnel, community members, volunteers and financial files are securely stored and privacy/confidentiality is maintained
- Provide support to the Board by preparing meeting agendas and supporting materials
- Attends staff meetings as required
- All other related duties in a back-up capacity

PROGRAM PLANNING AND MANAGEMENT:

- Oversee the planning, implementation and evaluation of health programs and services and ensure that they contribute to the organization's mission set by the Board
- Develop and implement culturally relevant programs and services for all community members to benefit from
- Monitor the day-to-day delivery of the health programs and services of the organization to maintain or improve the health and well-being of the community members
- Oversee the planning, implementation, execution and evaluation of special projects

COMMUNITY RELATIONS/ADVOCACY:

- Communicate with stakeholders to keep them informed of the work of HHS and to identify changes in the community served by the organization
- Establish good working relationships and collaborative arrangements with member Nations, community groups, funders, politicians, and other organizations to help achieve the goals of the organization

FINANCIAL

- Oversee the proper allocations of the annual budget of approximately 1.5 million as per policies and processes and free of conflict of interest
 - Is responsible for the financial health of the organization makes recommendations to the Board on ways to improve financial stewardship
 - Responsible for ensuring new revenue funding streams for programs, services, events and initiatives are secured regularly to help the financial health of the Society
 - Maintains and ensures budgetary controls and alignment including controls on expenditures and signing authorities
 - Develop annual budget, with the Finance department
 - Resides as a member of the Finance Committee
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- Paydirt, Adagio and Sage experience
- Brings established relationships and understanding of funders such as: FNHA, AANDC, Federal and Provincial programs, etc.

RISK MANAGEMENT:

- Identify and evaluate the risks to the organization's people (clients, staff, management, volunteers), property, finances, goodwill, and image and implement measures to control risks
- Ensure that the Board of Directors and HHS carries appropriate and adequate insurance coverage
- Ensure that the Board and staff understand the terms, conditions and limitations of the insurance coverage

QUALIFICATIONS:

- A degree in a business or administrative discipline is preferred, or a combination of a Health degree with 5 years' experience in an Administrative Executive role operating a Health Facility
- A minimum of 3 - 5 years' experience as a senior Executive, in a community health environment is preferred
- Experience supervising and evaluating staff
- Experience with the policies and processes of the Federal and Provincial Grants and Contributions Funding Agreements
- Experience with computerized accounting systems and procedures
- Experience with federal and provincial grants and contributions funding programs
- Persons with Aboriginal ancestry or experience working with and understanding of the dynamics that an Aboriginal organization faces would be an asset and given higher priority
- Must maintain strict confidentiality and apply the privacy and confidentiality governing laws
- Maintain high level standards of conduct and work ethics
- Computer skills including the ability to operate spreadsheets, word-processing programs, email, computerized accounting software and health information systems (Simply Accounting, Mustimuhw)
- Excellent communications skills
- Knowledge of culture and traditions of the member First Nations
- Positive attitude, self-starter, team player and solutions orientated
- Ability to follow HHS policies and procedures
- Excellent organizational and planning skills
- Clear Criminal Record Check
- Valid BC Drivers' License an asset

LOGISTICS:

- The salary range for this position will be based upon levels of education and experience: \$79,060.80 - \$88,966.42 Annual Salary
- Hours of operation are: 8:30 am – 4:30 pm Monday to Friday, however there is an expectation for the Health Director to attend evening Board meetings, as well as some evening and weekend events
- A friendly, but fast-paced environment with a very established and cohesive team of professionals
- Two center locations: Halalt Reserve, Chemainus and Malahat Reserve, Mill Bay
- Some travel between locations
- Regular meeting attendance at Vancouver Island Health Caucus, FNHA, and any other external/internal stakeholder meetings are a requirement

RECRUITING PROCESS:

- All candidates that make it through to the interview short list will be required to:
 - complete an Essay Assignment of 1200 words addressing a solution to a scenario that will be provided
 - prepare a PowerPoint summary of their paper to present to the interview panel the day of the interviews, as well as attend a 1.5 interview with a panel of approximately 8 participants
 - join the Interview Panel, Chief and Councils, and the other interviewees to a social dinner the evening of the interviews

Please quote the Health Director position when submitting your Curriculum Vitae and a completed professional reference page before or by September 8, 2017 at 4:00 pm to:

Michel Woolner, Human Resources Manager

H'ulh-etun Health Society

8019 Chemainus Road, Chemainus

EMAIL: michel.woolner@hulhetun.ca or **FAX** to 250-246-9537

Thank you in advance to all that are interested in working with H'ulh-etun Health Society however only shortlisted candidates will be contacted.

Please Note: Pursuant to section 41 of the BC Human Rights Code, preference may be given to applicants of Aboriginal ancestry
We thank all applicants in advance only those short-listed will be contacted