

Health Manager		
Job Title	Department	Supervisor's Job Title
Health Manager <i>Management Position</i>	Health	Band Administrator
Pay Range: \$60,000 - \$80,000		
Department Mandate		
The Prophet River First Nation (PRFN) Health department exists to enhance and support the continued health and well-being of PRFN members in a way that respects and operates from a holistic and cultural perspective.		
Job Purpose		
<p>The primary purpose of the Health Manager is to ensure health and social programs are managed, delivered and evaluated in a coordinated and integrated way, forecast program needs and plan for future requirements, ensure effective financial management of programs and services including accountability and seek funding enhancements to improve service opportunities.</p> <p>Responsibilities are carried out in a culturally and linguistically-appropriate manner which is based in, and reflects, the values and beliefs of the Prophet River First Nation.</p>		
Key Functions		
Key Responsibilities	Typical Activities/Contacts	
Health and Social Development Strategy	<ul style="list-style-type: none"> ▪ Develop and implement strategic plans and goals, work plans, policies and procedures based on community goals, member needs and funding partner requirements. <ul style="list-style-type: none"> - Research and keep informed of new trends, issues, programs and services federally and provincially and with other First Nations, agencies, organizations and professionals and assess implications for PRFN. - Receive recommendations from Band Administrator and Chief and Council. - Ensure the development and delivery of specific health and social programs, activities and services. - Analyze statistical data and ensuring that data systems are maintained. ▪ Evaluate community, member and partner needs, strategic goals and plans, policies and procedures, programs and services and change as required. 	
Health and Social Program Management	<ul style="list-style-type: none"> ▪ Ensure sufficient resources are obtained and made available to implement plans: <ul style="list-style-type: none"> - Research funding opportunities and ensure proposals are submitted. - Determine the need for consultants/contractors, and initiate hiring/selection, and monitor the work of consultants and contractors providing service providers with direction and information. 	

	<ul style="list-style-type: none"> ▪ Oversee program and service delivery and administration <ul style="list-style-type: none"> - Ensure that contracts, contribution agreements, and programs are properly administered and reported upon and oversee staff members who are administering funding agreements. - Assist staff in identifying in service/training needs and develops a plan to meet these needs as appropriate. - Identify how services and programs can be integrated with other PRFN departments, and consult with those departments. - Work with staff and elders and cultural technicians to develop programs that engage members in traditional health care practices. - Ensure information session, health awareness and public meetings are held regularly with community members. ▪ Provide a structured process for the supervision of PRFN health staff to ensure that required standards and program policy and procedures are met. <ul style="list-style-type: none"> - Provide consultation on a day to day basis to the staff, as appropriate, in the performance of their duties in relation policy interpretation, resource management practice, program eligibility, workload management, case management practice and conflict resolution. - Maintain an employee development and performance process with all staff as appropriate. - Ensure consistency and continuity in service delivery for health and social development programs. ▪ Review and assess the need for specific community members to receive homemaker and meal service, monitor delivery of service and adjust plans with staff as required. ▪ Review and assess the delivery of medical/mental health services for specific community members, monitor delivery of service and adjust plans with staff as required.
<p>Health and Social Initiative Promotion</p>	<ul style="list-style-type: none"> ▪ Advocate for PRFN health and social development: <ul style="list-style-type: none"> - Participate in committees, boards, forums, commissions, meetings and working groups on the national, regional and community levels as well as with other First Nations in developing goals, plans, policies and procedures, and dealing with citizens' and community members' concerns. - Act as PRFN primary liaison with Northern Health professionals to optimize program and services access for community members. - Negotiate with provincial and federal officials on program and funding agreements. - Discuss community and member needs with provincial and federal staff to problem solve or fill gaps in services. - Assign staff to take part in a variety of boards and committees, commissions, working groups and negotiations for the benefit of PRFN

	<p>and monitor activity and progress toward improved social development and health, training issues and program development.</p>
<p>Departmental Administration and Management</p>	<ul style="list-style-type: none"> ▪ Develop strategic plans and operational goals for the department and lead departmental staff in achieving goals. ▪ Prepare and manage departmental budget: <ul style="list-style-type: none"> - Collect input and make final decisions on content of the proposed budget. - Submit and defend the yearly budget request to the Band Administrator and Chief and Council. - Prepare variance reports. - Report to the Band Administrator of any projected shortages or surpluses. - Reconcile revenues of contribution agreements to expenses as necessary. - Submit departmental purchases and contracts to Band Administrator for approval. - Secure approval from Band Administrator to move budget dollars to other budget items as needed. ▪ Participate in weekly management meetings to develop organizational plans, collaborate on PRFN-wide business initiatives and integration of services amongst departments and discuss progress. ▪ Provide information or assistance at Chief and Council meetings and prepare briefing notes when required. ▪ Ensure departmental compliance with required health and safety practice. ▪ Respond to critical incidents with other managers as required.
<p>Records</p>	<ul style="list-style-type: none"> ▪ Maintain information, records, monthly calendar, schedules. ▪ Ensure that all member and program files are kept securely and handled in accordance with PRFN policy and legislated guidelines.
<p>Major Challenges</p>	
<ul style="list-style-type: none"> ▪ High instances of alcohol and drug abuse; high instances of family and spousal violence; high unemployment rate within the community with related social and health issues --- impact on the need to provide health and social programs and services. ▪ Providing health and social services to members with strong aversion to engage in discussion about emotional/mental and health issues. ▪ Dealing with community members who are under personal stress, are demanding and who do not understand funding regulations/limitations. ▪ Departmental caseload may include multi-problem children or families with complex needs and poor decision making could have a profoundly negative impact on a child, the family and the community. ▪ Limited funding may mean the needs of families and children are not met. ▪ Assist staff in assessing and balancing multiple demands and prioritizing those demands in changing and unforeseen, critical circumstance. 	

Decision Making Authority & Problem Solving Responsibility

The employee decides:

- Day-to-day operation of PRFN Health department.
- Establishment of procedures where none exist and implementing changes to operational procedures.
- Departmental work priorities.
- Procedures to ensure financial accountability.
- Communication with associates and health care colleagues/ professionals.
- Determines which recommendations to forward to Band Administrator.

The employee seeks input and approval from the Band Administrator regarding:

- Strategic plans, policies and procedures.
- Funding agreements.
- Department budgets.
- Program proposal submission.
- Recommendations to put forward to the Chief and Council.
- Plans for specific workshops/awareness initiatives.
- Attendance at conferences.

Supervisory Responsibility			
Number Supervised		Job Titles	Nature of Supervisory Responsibility
Directly or In-directly:	7	Community Health Representative, Social Development Coordinator, Community Wellness Coordinator, Homemaker, Meal Coordinator, Health Administration Clerk, Headstart Coordinator	<ul style="list-style-type: none"> ▪ Ensure staff (and volunteers, if applicable) are hired and trained. ▪ Set objectives and assess performance. ▪ Ensure PRFN policies and procedures are followed, establish staff procedures and provide direction. ▪ Monitor work plans, progress and results. ▪ Coach employees. ▪ Foster teamwork. ▪ Review and recommend changes to job responsibilities. ▪ Model leadership by example. ▪ Ensure safe work environment that supports well-being.
Co-worker Support:	3 +	CHR, FSW, SDC, PRFN Managers	<ul style="list-style-type: none"> ▪ The incumbent will train other employees to perform tasks of this position, to support the department and delivery of services, particularly during incumbent's absence, high work volumes or other circumstances requiring additional support.
Other		Students, Workplace Interns	

Knowledge, Skills and Abilities

Requirement

- Knowledge of federal and provincial government legislation and funding programs regarding health and social services.
- Knowledge of Northern Health programs, services and funding opportunities.
- Awareness of First Nation government and AANDC and Health Canada systems.
- Knowledge of intergovernmental health and social related commissions, boards and working groups.
- Knowledge of financial management.
- Knowledge of First Nations health and wellness challenges, resources and support services.
- Ability to delegate, supervise and mentor staff in the development and implementation of comprehensive health and social programs and services.
- Ability to negotiate contracts and contribution agreements.
- Ability to research and analyze organizational and departmental needs and develop strategic goals,

<p>work plans, and policies and procedures.</p> <ul style="list-style-type: none"> ▪ Ability to prioritize and rank issues in relation to the overall goals of PRFN. ▪ Ability to develop reports as well as policy/ technical papers and presenting technical data to Band Administrator as well as Chief and Council as required. ▪ Excellent computer software skills (Word, Excel, Power point). ▪ Time management and organizational skills. ▪ Ability to assume work as part of a team, be responsibility and meet deadlines. ▪ Ability to communicate effectively and diplomatically, both verbally and in writing, with co- workers, PRFN community members and with outside agencies, partners and business associates. ▪ Resourceful and innovative with good problem solving skills. ▪ Able to work flexible hours as required. 		
<p>An Asset</p> <ul style="list-style-type: none"> ▪ Ability to speak Dane-zaa. ▪ Valid driver’s license. 		
<p>Education/Training and Experience</p>		
	Education/Training	Experience
Minimum Requirement	<ul style="list-style-type: none"> ▪ Degree or diploma in a field related to health and social services i.e. nursing, health care management. home- support-worker programs 	<ul style="list-style-type: none"> ▪ with two years management, leadership experience.

Employee

<i>Name</i>	<i>Signature (print pages and sign)</i>	<i>Date</i>

Supervisor

<i>Name</i>	<i>Signature (print pages and sign)</i>	<i>Date</i>