



shíshálh Nation

The shíshálh Nation is currently seeking a highly qualified individual for a three month contract, with the possibility of an additional three month extension as acting Director of Health and Social Development. Please see the deliverables listed below as well as the current job description, Schedule “A”. The focus of this temporary contract is to oversee the day to day operations of the Health and Social Development Department while conducting a gap analysis with a critical eye to recommending beneficial changes.

Schedule “A”

Schedule of Services to be provided:

1. Work in collaboration with the Community Services Division Manager on the day to day operation of the Health and Social Development Department – see Job Description below.
2. Assessment of the current state of the Health and Social Development Department
 - Efficacy of internal controls
 - Gap analysis of services (including resources) and funds.
3. Development of recommendations for improving the effectiveness and efficiency of the Nation’s current Health and Social Development department including policy, process, staffing compliment and levels
 - Strategic plan for the department
 - Possible separation of Health from Social Development
 - Assist in recruitment.

Schedule "A" (Continued)

Director of Health and Social Development Job Description

Job Title: Director of Health and Social Development

Department: Health and Social Development

Reports to: Chief Administrative Officer

Summary:

This position is responsible for the planning, development, implementation and evaluation of programs to support the health and social development of members of the Sechelt Indian Band. As well as planning and managing delivery of the department's programs and managing the department's staff, the position will also be responsible for directly delivering one or more of the department's programs.

Key responsibilities:

- Manage all activities of the Health and Social Development department
- Assess community health and social development needs, and make recommendations on department programs to meet these needs
- Make recommendations on department goals and objectives to support Band's strategic direction and to meet needs of community
- Research, develop, and recommend Health and Social Development policies and procedures as requested or required to improve and deliver the department's programs and services. Regularly review policies and procedures and revise as necessary.
- Develop evaluation criteria for programs, and evaluate and report on the success of programs in achieving their goals.
- Direct, supervise, and evaluate staff who may include Registered Nurses, Community Health Representative, Nutritionist, Social Worker, Home Support Workers, Drug and Alcohol program workers, Social Assistance and Finance Aid Worker
- Build effective team approach to program delivery. Problem-solve with staff to address issues.
- Work with Health Canada, Ministry of Children and Family, and other agencies to secure funding for programs; ensure programs are delivered effectively and efficiently to meet needs of community and requirements of funders
- Work directly, and through department team, with Vancouver Coastal Health and local health care providers to ensure health care and health care programs are delivered effectively and efficiently to Band members.
- Seek alternate or additional funding sources: prepare and submit proposals to obtain funding from government and non-government sources to support new and continuing programs or projects that may benefit the community.

- Manage budget and plan programs to meet goals and objectives within budget. Analyse budget to anticipate problems and takes appropriate steps to address problem either directly or through recommendations to CAO and Council
- Investigate and respond to client complaints, and work with staff to implement changes if possible or necessary to prevent recurrence.
- Other related responsibilities as assigned.

General Responsibilities:

- Develop department staffing plan, and recruit and develop appropriate regular, casual, and temporary staff, to deliver the department's programs and services; develop plans to ensure time-sensitive services to the community are maintained.
- Participate with other members of the management team in development of corporate goals, objectives, and plans.
- Oversee the maintenance and protection of confidential client files, including development and implementation of related policies
- Develop and design, with department team, communication tools such as newsletters, inserts, pamphlets, and bulletins to inform community of programs and services available from department. Or, when appropriate, identify and acquire appropriate material to accomplish this communication.
- Other duties as required.

Key Relationships *(to perform the typical duties of this job successfully, an individual must have contact with certain people that are not in direct reporting relationship.)*

- Community members
- Staff and other managers
- Health Canada, Vancouver Coastal Health, Ministry of Children and Families, and other program and service-related agencies
- Government and non-government funders and potential funders
- Chief and Council

Decision Making Authority *(decisions that are made in carrying out the general responsibilities of the job without referring to the CAO)*

- Formulation of recommendations to administration and to Chief and Council, e.g., with respect to goals, objectives, staffing, policies and programs.
- Provision of advice to department staff on day to day issues e.g., interpretation of policies and procedures, addressing community members needs or concerns
- Decisions and provision of advice to community members with respect to department's programs and services

- Approval of budget expenditures for the department within established policy guidelines.

Problem Solving and Responsibility:

- Supports staff in problem-solving related to client or client's family situations
- Supports staff in problem-solving related to department operations.
- Prioritization and management of workload.

Qualification Requirements *(to perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and ability required.)*

- Education and Training:
Undergraduate degree in a health or social science field (for example: nursing or social work), plus additional education in administration/management.
- Experience: Five years of relevant experience managing programs and services, including managing a staff and budgets, in a relevant field.
- A combination of education, training, and experience equivalent to the above will be considered.

Other Skills/Knowledge:

- Knowledge and experience with current aboriginal health issues, health education and techniques, community programs and organizations
- Knowledge and experience with current issues and programs related to aboriginal social support and social development programs and organizations
- Proficiency with computers and in Microsoft Office programs.
- Demonstrated ability to effectively organize department work and manage staff
- Demonstrated ability to work effectively as a member of the management team.
- Interpersonal skills including tact and diplomacy.
- Oral and written communication skills, especially the ability to write policies and procedures, and the ability to design and deliver oral presentations.
- Organizational and time management skills.
- Leadership skills, including group coaching and facilitation.
- Ability to facilitate a corporate team approach.