

TITLE: Kanaka Bar Health Officer

ORGANIZATION SUMMARY

Kanaka Bar and its employees are committed to a proactive holistic approach to health and wellness and are committed to the delivery of services which are sustainable and honour the customs and traditions of Kanaka Bar.

POSITION SUMMARY

The Kanaka Bar Health Officer will manage and oversee the planning, implementation and evaluation of this program with attention on family focused service, and particular emphasis on improving services for Kanaka Bar. This position has overall responsibility for project planning, executing, monitoring, including detailed work, evaluation planning, implementation, and integration, financial management of FNHA contributions, schedule deliverables management, leadership and communication required to successfully integrate this program.

The Kanaka Bar Health Officer will be leading this program that is focused on achieving the following outcomes:

- Improved coordination, communication and collaboration across partners in care
- Increased access to appropriate care
- Increased demonstration of cultural competency in care and best practices
- Improved continuity across health care teams from acute to community-based services specific to Kanaka Bar
- Improved mental health
- Improve the relationship across partners in health services such as, but not limited to:
 - Hospitals
 - Mental Health providers

REPORTING RELATIONSHIPS

The Kanaka Bar Health Coordinator reports to Program Administrator and FNHA

QUALIFICATIONS

Education

- Project/business management and health/social sciences
- Bachelor or Master degree in one discipline and a certificate or diploma preferred in the other discipline

Experience

- Working in First Nations Communities, preferably with Kanaka Bar knowledge
- Working in multi-partner projects that require strong collaboration and communication

- Recent and relevant experience in all aspects of project management, preferably in a health care system or health organization

Accountabilities

- Work collaboratively and respectfully with Program Administrator and FNHA to ensure this program is community-driven and reflective of local needs and priorities
- Manage the project from initiation to close including engagement, planning, budgeting, schedule, risk and decision management, reporting, meeting deadlines, and evaluation
- Create, execute and manage a comprehensive change Health Management plan
- Utilize project management processes, tools and templates that align with FNHA's standards and practices in Policy, Planning and Transformation
- Communicate, engage, align effectively and manage project expectations with cross-organization partners in a timely manner, ensuring that presentations and communications materials are appropriate for all audiences
- Mentor and motivate project partners and new staff to take positive action and accountability for this project's work

NOTE: This is a term position (1 Year maternity leave) and will be based in Kanaka Bar requiring occasional travel with possible public events after normal work hours.

DEADLINE: Kanaka Bar is accepting applications until filled

Applicants must include a Cover letter, three references and a resume.

Please forward to administrator@kanakabarband.ca

Only those applicants meeting the qualifications will be contacted.

Schedule - A

JOB DESCRIPTION

Health Officer

Primary Focus:

Reporting to the Program Administrator, the Health officer is responsible for administration, program development, staff supervision and communications of Kanaka Bar Indian Band Health Services. The Officer will work in a team environment with the Health Services staff to coordinate and implement a healthy communities approach aimed at ending the dependency cycle and promoting personal wellness. This position is responsible for managing the following programs: Family Violence, Drug and Alcohol Counseling, Community Health Representative, Patient Transportation, Community Health Nurse, Home & Community Care, Brighter Futures, Mental Health, Home support services, Recreation, Economic Development, Education and any other projects related to Community services.

Health Officer will strive to ensure that individuals have the supportive surroundings to be able to achieve their development potential.

Key Responsibilities:

PLANNING

- Defines short and long term departmental objectives and ensures follow up and implementation of these objectives by developing an operating plan on an annual basis. Such plans may be multi-year in scope.
- Assesses social and health needs of individuals and the community. Structure and design effective programs; coordinate the implementation of programs to meet those needs.
- Exercises leadership by keeping abreast of new initiatives and government programs to meet current needs and to plan for the future.
- Develops, recommends and administers the operating budget for the Health & Social Development programs.

ADMINISTRATION

- Verifies the monthly financial statements for the department of Health Services including providing monthly variance analysis.
- To assist in the submission and implementation of those funding proposals.
- Ensures that all statistical and reporting requirements are met to ensure an appropriate level of funding for the Health Service department and programs.
- To oversee the preparation of and be responsible for all related reports required by the band Council or administration and by any funding agencies including FNHA and Indian Northern Affairs Canada

- To prepare and submit an annual budget to the Band administration for review and approval and to supervise the budgets for all related programs and other allocated monies.

STAFF SUPERVISION

- Immediate supervision of program staff within the Health Services department.
- Maintains staffing for community programs in accordance with KBIB personnel policy.
- Coordinates a departmental team approach, setting overall objectives and goals on an annual basis.
- In conjunction with the Band Administrator, develop or manages the development of employee training aimed at continuous improvement objectives.
- Performs annual employee evaluations for all staff.

COMMUNICATIONS/PUBLIC RELATIONS

- Regularly communicates to the Band membership and promotes the availability of programs and services offered by the Health departments.
- Contributes to every issue of the KBIB newsletter.

ADDITIONAL DUTIES

- To manage the maintenance of the Health Services building including the allocation of space; and
- To undertake all other responsibilities of the buildings overall maintenance and use

Performs other related responsibilities as assigned by the Program Administrator.