



Wuikinuxv Nation

Oweekeno Village, Rivers Inlet, c/o Bag 3500
Port Hardy, BC, V0N 2P0
Administration Office Phone: (250) 949-8625
Administration Fax: (250) 949-7105

Wuikinuxv Health Director

Department: Health
Deadline: December 8, 2023
Start Date: January 1, 2024
Reports to: Executive Director

This position reports to the Executive Director and will be responsible for the coordination, operation and management of all programs and services within the Health Department. The successful candidate will implement the **Wuikinuxv Health Management Plan** while continually ensuring that the community members have access to efficient and quality health services. The position requires substantial operational and planning oversight as well as planning and health service delivery system wide. The Health Director will assist in the implementation of the Health operational strategies, as well as human resources management for the department. The Executive Director is to be completely informed of the activities and finances monthly and will play an advisory role only.

Duties and Responsibilities:

- Informs the Executive Director and Band Council of all health updates and discussion that are taking place with FNHA.
- Responsible for health human resources management including the recruitment, coordination, scheduling, performance evaluation, and the preparation of personnel and confidentiality policies and procedures specific to the Health Department.
- Development of new programs and preparation of proposals to meet identified community health needs including cost analysis and evaluations.
- Will sit on Health committee as ex-officio and will provide administrative support for the committee work.
- Prepares and presents monthly summary reports based on 4 M's of Management (Manpower, Management, Materials and Money).
- Oversees and in cooperation with Finance dept. perform a monthly Finance and budget review, for proper financial accountability.
- Ensures record keeping is current and ensures all reporting required for funding sources are executed on time.

Direct Reports:

Will oversee scheduling of nurses, Community Health Representatives (CHR), Mental Health Worker, Alcohol and Drug Worker and other health related contracted service providers.

QUALIFICATIONS

- Degree in health profession or health administration
- Experience in First Nations health services and management.
- Knowledge of financial software
- Must have good understanding and adhere to: General Accepted Accounting Practices (GAAP), Funding Contribution Funding Agreements
- Awareness of the Wuikinuxv culture and community
- Executive administration: including the preparation and distribution of agendas, background material and minutes including strategic planning for Health Committee and as required for community engagement.
- Ensure that traditional and cultural health approaches are incorporated into all health service delivery and will collaborate with health professionals.
- Maintain good working relations and communication with external groups such as: FNHA (First Nations Health Authority), AANDC (Aboriginal Affairs and Northern Development Canada), Wuikinuxv Nation Council, local hospitals, and local health professionals
- Coordinate the development of emergency response planning procedures for the community.
- Oversee Full Cycle financial management of the Health Programs and Services to ensure financial accountability and the efficient utilization of all health resources.
- Will lead by the example and demonstrate leadership, integrity, creativity, respect while achieving results by involving and empowering staff.
- Will develop strategic plans and long-term vision.
- Manage budget in an honourable and accountable manner.
- Valid BC Drivers Licence and reliable transportation
- Have strong proposal writing skills with demonstrated ability to secure as well as maintain funding for programs and services.
- Knowledge of Federal and Provincial funding partners
- Able to multitask and prioritize task efficiently.

A position in the Health Department is considered a position of trust. The selected candidate will be subject to a 3-month assessment with a 6-month probationary period at which time the performance of the candidate will be evaluated, and the decision made to continue the contract for the remainder of the year. At the end of that contract year, a further performance evaluation will be completed to determine whether the contract will be extended into the next year(s)

Salary Range: Negotiable depending on qualifications and experience.

Interested individuals are encouraged to submit their Cover Letter and Resume to Malista McIntyre at executive_director@wuikinuxv.net with the subject "**Health Director - <Name>**".

Job posting closes December 8, 2023