



## EMPLOYMENT OPPORTUNITY

**Job Title: Health Director**

**Location:** Health Department, Penelakut Island

**Job type:** Full-time, permanent - Monday – Thursday 7:45-4:15 (evenings and weekends as required)

**Salary:** \$84,000 per year

**Process:** Email cover letter and resume to Lori Fitzgerald, CPHR at [hrgbc1704@gmail.com](mailto:hrgbc1704@gmail.com)

**Deadline for Applications:** the posting is open until the position is filled

### POSITION SUMMARY

Penelakut Tribe is recruiting a **Health Director** to lead the Health Department which provides programs and services that are catered to the needs of the Penelakut Tribe community. The services provide opportunities for healthy community development as well as providing amenities for the community to reduce barriers for health-based services.

The **Health Director**, reports to the Administrator and oversees the Health Department employees and contractors. The **Health Director** provides leadership for developing safe and culturally appropriate health programs and services for the Penelakut Tribe community. The **Health Director** is also responsible for developing programs and services related to promoting social development and healthy relationships between children and families. The **Health Director** is a key member of the senior management team.

### DUTIES AND RESPONSIBILITIES

- Plans, develops, implements and monitors the Health department's vision and strategic departmental plans;
- Assists in the establishment and achievement of program deliverables for Health services based on the Penelakut Tribe's overall strategic plan and operating goals for each fiscal year;
- Oversees and provides leadership and direction to planning, organizing, implementing, maintaining, and evaluating health and wellness-related programs and services for the community;
- Connects and collaborates with relevant third-party organizations and government agencies to build effective partnerships for the purpose of providing departmental programs and services;
- Anticipates and plans for existing and emerging health and wellness needs/priorities in the community, with the involvement and consultation of community members and other health system professionals resulting in the development of the Penelakut Tribe community health and wellness plans;
- Coordinates interventions, directly or indirectly, in emergency, trauma and crisis situations;
- Develops, amends, recommends or assists in the development of policies and procedures for the department;
- Organizes and hosts community engagement events related to health and wellness and the various initiatives undertaken by the department;
- Promotes and advocates for traditional Penelakut Tribe concepts of wellness, and healthy ways of being;
- Serves as the Health services expert; and sits on committees, attends meetings, represents the Penelakut Tribe to various stakeholders; serves as a liaison between the community and the Health Department;
- Develops, and manages RFPs, prepares funding proposals; ensures programs and services are adequately funded and that reports required by any funding or partner agencies/regulators are completed and forwarded as per agreed to format, timelines and contract requirements, as applicable;
- Develops, in collaboration with the CFO, and administers the annual budget for the department. Accountable for the fiscal soundness and cost effectiveness of the department's operations. Monitors and implements appropriate intervention to achieve operational budget targets. Ensures expenditures made are within budgetary parameters;
- Prepares and executes annual work plans within budget for the operation and maintenance of the departments physical assets;
- Prepares and presents quarterly, annual and project reports for the Administrator, Chief and Council and the community as well other reporting as required;
- Executes departmental human resource related initiatives; establishes performance management and productivity standards for all department staff; and manages and evaluates staff through continuous consultation, coaching and professional development plans;

- Monitors areas of responsibility for opportunities for improvement and innovation and works proactively to implement these;
- Attends departmental meetings and events as required;
- Participates in relevant training and workshops identified by the Administrator to enhance program services;
- Ensures that service quality standards are maintained and consistently delivered in all areas of responsibility;
- Maintains strict confidentiality and exercises sound judgment and discretion when dealing with sensitive issues;
- Presents a professional, positive and helpful attitude at all times;
- Promotes a safe work place; ensures that all established safety procedures are followed;
- Carries out other duties essential to the position as directed by the Administrator.

#### **FINANCIAL RESPONSIBILITY**

- The Director is responsible for an approved annual department budget.;
- The Director has signing/spending authority as per the Penelakut Tribe Governance Policy and Procedures.

#### **QUALIFICATIONS AND EXPERIENCE**

- Degree or Diploma in Public/Community Health, Nursing, Social Work or other related health field, and
- Minimum of 5 years' experience in the provision of direct service in community-based healthcare delivery systems; or
- An equivalent combination of education, training and experience;
- Minimum of 3 years' experience managing, directing and leading employees and contractors;
- Experience developing, implementing, and evaluating health and wellness programs and services for a First Nation community an asset;
- Experience developing a variety of written reports, policy and procedures, analyses, presentations and other documentation in accordance with organization directives and/or regulatory guidelines;
- Experience developing, managing and controlling operating budgets;
- Valid Class 5 driver's license and reliable vehicle is required;
- Valid standard first aid and CPR certificate is required;
- Clean criminal record check required.

#### **KNOWLEDGE, SKILLS AND ABILITIES**

- Thorough knowledge of First Nations health systems in B.C., including current trends, issues, best practices, and knowledge of federal and provincial health services available to First Nation communities;
- Working knowledge and understanding of the political, cultural and spiritual practices of the Penelakut Tribe;
- Working knowledge of applicable health, social welfare, privacy and employment related legislation relevant to the Director's duties;
- Sound written and verbal communication skills and the ability to discuss service issues in a language suitable to the audience;
- Ability to establish and maintain respectful, collaborative partnerships and sustainable relationships with internal and external stakeholders;
- Ability to lead by example, demonstrating leadership, client service attitudes, integrity, creativity and enthusiasm in achieving results directly and through staff work teams;
- Ability to provide leadership and manage staff collaboratively, in a team environment, utilizing effective team-building, communication and management techniques;
- Ability to interpret the Administrators direction and incorporate into daily operational activities;
- Ability to align departmental capacity with the Penelakut Tribe's strategic goals and objectives;
- Ability to delegate responsibility and authority as appropriate;
- Ability to function effectively as part of the management team;
- Ability to act as a mentor and positive role model with staff and within the community.

**Thank you for your interest in this position, only those short listed will be contacted further.**