



Director of Health and Wellness
Full-time: 35 hours/week
Location: Muscowpetung Saulteaux Nation, Health Centre

The Muscowpetung Saulteaux Nation is seeking an individual with a professional work ethic who has a strong financial background and management skills for the Director of Health and Wellness position. The Director of Health and Wellness is responsible for the overall Health Administration of the Muscowpetung Saulteaux Nation, including the integrity and accuracy of the Band's reporting system. The incumbent is responsible for all health operations and fiscal management aspects of the Nation.

The Director of Health and Wellness has the lead role in coordination of programs, services, administering financial policies, reporting to internally and to external funders, department staff and budgeting activities within the Nation's government to manage organizational programs and services in a prudent manner to ensure adequate sustainability and overall viability.

EXPERIENCE:

The incumbent must have a strong knowledge of First Nation/Indigenous Government health and wellness systems and issues, knowledge of Aboriginal/Indigenous Health Funding Agreements, knowledge of Human Rights Legislation, Federal Labour Laws, and knowledge of health issues facing First Nations. The position requires comprehensive knowledge and proven experience in health and wellness. The position requires extensive expertise in all areas and ability to provide sound advice and make decisions. This position leads others, coordinates and manages programs and services. The position requires advanced knowledge in a variety of First Nation health and wellness areas.

QUALIFICATIONS AND REQUIREMENTS:

1. Undergraduate or Advanced degree in Social Work, Business Administration or Health Sciences or related;
2. 5+ senior level experience in operations, planning, administration with duties that include policy development and implementation of program service delivery in a wholistic approach;
3. Proven record in leadership, program management, service delivery, project planning and management, communication and human resource management;
4. Knowledgeable of the Federal and Provincial health systems;
5. Training in the areas of crisis intervention, conflict resolution, mediation, restorative justice and wellness models will be an asset;
6. Role Model: Lead a healthy lifestyle grounded in cultural tradition, including achieving work/life balance and engaging in self-care, and promote this to community members and health staff.
7. In order to be awarded this employment, candidates must successfully and periodically undergo (i.e., every year or as needed) an appropriate criminal records review and police record check to demonstrate that there are no relevant charges or convictions. Muscowpetung Saulteaux Nation will reimburse the cost of doing undergoing the criminal records review and police record check.
8. May be required to periodically outside of normal working hours (including overtime)
9. Ability to plan and work with a Team to achieve the Nation's objectives;
10. Successful applicant must agree to abide by Nation's organizational policies (i.e., personnel policy and other policies).
11. Ability to work independently, be highly organized, prioritize workload, possess and apply excellent communication skills (written, verbal, inter-personal).
12. Cultural awareness and sensitivity;



13. Preference may be given to a qualified Muscowpetung Band member, however if there are no qualified applicants then an applicant from outside the community will be hired.

DUTIES AND RESPONSIBILITIES:

- Managing all health operations, promote health and wellness by utilizing the Nation's Cultural customs and traditions;
- Developing and implementing programs and services with a wholistic approach that includes working with Elder's, community members, and related organizations;
- Coordinating and directing the preparation of the statistics, funding agreements, contracts, staffing, budget and financial information;
- Preparing and publishing timely monthly reports, outcomes, statistics, deliverables, financial statements;
- Report to internal and external stakeholders with respect to all administrative functions, financial viability, and overall operations;
- Coordinate the preparation of regulatory reporting;
- Manage and comply with local, provincial, and federal government for reporting requirements and research technical administration issues for compliance;
- Develop and document administrative processes and policies to maintain and strengthen internal controls for programs and services;

DEADLINE FOR APPLICATIONS: November 20, 2019, 4:00 pm

Application: To ensure consideration, submit a cover letter outlining qualifications, resume, along with 2 professional references.

Salary: As per funding agreement

To Apply: Applications can be forwarded in person, by post mail, fax or email to:

Sheri Kaiswatum, BAdmin
Director of Operations
P.O Box 1310
Fort, Qu'Appelle, SK
S0G 1S0
Fax: 306-723-4710

Email: sheri.kaiswatum@muscowpetung.com

All applications are appreciated, only those applications selected will be contacted.