



Date posted: August 12, 2016

SHAWANAGA FIRST NATION EMPLOYMENT OPPORTUNITY

Position: Executive Director
Term: Full-Time
Start date: TBD - Position OPEN UNTIL FILLED
Salary: Negotiable

Overview of Responsibilities:

The Executive Director is responsible for the management, coordination and delivery of Anishinabek traditional healing and the integration of contemporary health care services to the members of Shawanaga First Nation, and surrounding First Nations. Other responsibilities are, to oversee the Healing Centre staff, budgets, reports, and the daily administration of the Healing Centre. This position reports to the Band Manager.

Duties:

- Manage all aspects of the administration of the Healing Centre which includes the planning, organizing, development, implementation and delivery of all health related programs and services;
- Develop and implement strategic planning directives as set forth by government and Shawanaga First Nation;
- Ensure that the Shawanaga First Nation personnel and financial policies are being complied with by the Healing Centre staff;
- Responsible for all aspects of budgeting and financial reporting to government agencies.
- Develop and submit approved proposals to appropriate funding agencies in order to gain additional program resources related to health services;
- Oversees all the Healing Centre staff and ensures quality health service delivery and ensure the privacy and confidentiality of the Health Centre clients is maintained;
- Networks with local traditional and contemporary health care providers and maintains up to date health information, sharing of information and increases staff skills;
- Develop and implement quality assurance policies and procedures for all health services provided by the Healing Centre;
- Manage and maintain the Healing Centre facility and ensure an effective maintenance program is implemented;
- Prepare quarterly and year-end reports, working with the Band Manager and Finance Department; and
- Other duties may be assigned from time to time regarding the delivery of the Shawanaga First Nation Healing Centre health services.

Required Qualifications and Skills:

- Diploma or Degree in Business, Public Administration, health/ social or a related field with 3-5 years of experience in a senior management position;
- Demonstrated financial management, administration, human resource, program delivery, project management and conflict resolution skills;

- Excellent communication skills, including the ability to network, build and foster positive relationships with community members, staff, other managers and government;
- Excellent knowledge of First Nation reporting requirements and sound knowledge of First Nation programs and services, health/ social;
- Demonstrated superior organizational and time management skills;
- Ability to work in situations that are subject to rapidly changing priorities and deadlines;
- Strong computer skills;
- Excellent analytical and problem solving skills;
- Reliable and dependable, proven through past work experience; and
- Must possess a valid Ontario driver's license and be insurable.

Other Considerations:

Preference may be given to Aboriginal candidates with relevant on reserve employment experience and/ or those with knowledge and understanding of Shawanaga First Nation history and community.

Successful candidate must be able to produce and maintain a clean Criminal Record Check (CPIC).

Only those who qualify for an interview will be contacted, thank you for your interest. Please submit a cover letter, resume and three (3) recent work-related reference letters with current contact information via mail, fax, email or in person to:

Adam J. Good
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