



# ANISHINABEK NATION

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## EMPLOYMENT OPPORTUNITY

### HEALTH TRANSFORMATION PROJECT MANAGER

**LOCATION:** Anishinabek Nation Head Office  
Nipissing First Nation, North Bay, ON

Under the direction of the Anishinabek Nation Health Director and working closely with the Health Transformation Chiefs Steering Committee, the Project Manager will be responsible for the overall coordination, development, implementation, execution, control and completion of specific projects approved by the Anishinabek Health Transformation Chiefs Steering Committee to establish the Anishinabek Nation Health System. The Project Manager will work under the framework of the Tripartite Health Transformation Relationship Document between the Anishinabek First Nations, Ontario and Canada.

**This position is a term position to March 31, 2019 with a possibility of extension.**

#### **DUTIES / RESPONSIBILITIES:**

- Draft funding proposals to secure resources to fund the Health Transformation activities and other projects approved by the Health Director and the Health Transformation Chiefs Steering Committee;
- Develop full scale project plan activities including project scope, tracking, timeframes, goals and deliverables;
- Coordinate and implement Community Engagement sessions to ensure communities remain engaged in the process and provide the grassroots direction required for the success of the Health Transformation process;
- Implement the projects approved by the Health Director and the Health Transformation Chiefs Steering Committee in the identified time frames;
- Assemble and coordinate project resources to work towards the Anishinabek Nation Health Transformation model
- Manage project budget;
- Manage project resource allocation;
- Provide recommendations and support to the Health Director and the Health Transformation Chiefs Steering Committee;
- Constantly monitor and report on progress of the project to all stakeholders
- Present reports defining project progress, problems and solutions;
- Implement and manage project changes and interventions to achieve project outputs and deliverables;
- Project evaluations and assessment of results.

## **QUALIFICATIONS:**

- Post-secondary degree in Business Administration or Health related field or a minimum of five years' experience as project management/senior management in a health related field;
- Knowledge of project management techniques and tools;
- Direct work experience in project management capacity;
- Proven experience in budgeting and financial reporting is an essential requirement;
- Sound knowledge of the activities and member First Nations of the Anishinabek Nation;
- Strong background in Microsoft computer software programs and office administration is essential;
- Ability to handle multiple tasks and demands;
- Ability to work as part of a team and independently;
- Good organizational and interpersonal skills;
- Must be willing to travel within the Anishinabek Territory and hold a valid Ontario driver's license and be insurable under Anishinabek Nation policies;
- Knowledge of Anishinaabemowin is an asset.

**Salary:** Commensurate with experience and education

**Closing Date:** Friday, May 25, 2018 @ 4:30 p.m.  
***(Applications received after this date and time will not be considered.)***

Please send your resume with a cover letter and three employment references to the attention of:

Glenda St. Amour  
Director of Corporate Services  
Anishinabek Nation  
P.O. Box 711, North Bay, ON P1B 8J8

Phone: 1-877-702-5200 / (705) 497-9127 Fax: (705) 497-9135  
E-mail: [glenda.st-amour@anishinabek.ca](mailto:glenda.st-amour@anishinabek.ca)

For inquiries regarding this position, please contact Jamie Restoule, Health Director at (705) 497-9127 / 1-877-702-5200. Ext. 2242 or by email [jamie.restoule@anishinabek.ca](mailto:jamie.restoule@anishinabek.ca)

*Individuals of First Nation ancestry are encouraged to apply. Preference will be given to applicants who are citizens of Anishinabek Nation member First Nations.*

*Miigwetch to all who apply; however, only those selected for an interview will be contacted.*