

MATAWA FIRST NATIONS MANAGEMENT



Job Description
Matawa Health Cooperative
Executive Director

PURPOSE OF THE POSITION

Reporting to the Matawa Health Cooperative board of directors, the Executive Director steers the management and health team in planning and implementing the overall operations and leading the strategic vision of the organization. The incumbent ensures that the staff and management team have the tools and necessary information to be successful.

SCOPE

The Executive Director fosters a values-based, community-focused environment using a facilitative leadership style where transparency, trust, and personal accountability are important and valued. The Executive Director monitors client and community needs, services, programs, and systems in order to meet the ever-changing demands placed on the organization. Working with the nine Matawa communities and government agencies, the Executive Director explores best practices of traditional and western models for possible integration and changes of services, and advocates for the Matawa Health Cooperative and members.

RESPONSIBILITIES

Executive Leadership

- Provides necessary resources and advice to the board of directors to support their governance responsibilities; assists them in the development and implementation of the strategic plan and policies
- Ensures that the organization's mission and vision are communicated and being met in the day to day operations
- Acts in cooperation with the board of directors, as the organization's representative and advocates for healthy public policy and access to the resources required for a healthy community
- Provides advocacy and advocacy leadership to the management team and board; oversees the preparation of briefs and correspondence to government and other relevant constituencies on major issues of concern
- Provides inspirational and strategic leadership to the management team
- Monitors changing trends and conditions in the community and assists the board in making changes to the organization's mission and vision, as well as board policies and plans as required
- Works closely with the management team to identify, analyze, and problem solve situations that impact or may affect the organization's ability to achieve its goals
- Reports regularly to the board, ensuring that it has all necessary information to meet their governance responsibilities
- Implements the policy decisions and directives of the board of directors
- Upholds and adheres to the bylaws of the MHC organization in collaboration with the board

- Acts in accordance with the Executive Director's authority and limits as defined in board of directors approved policy

Operational Planning and Management

- Establishes and implements the strategic plan in the daily operations of the organization through sound and progressive operational plans; oversees the evaluation of plan implementation and management
- Manages all aspects of the operations, including clinical, programming, human resources, safety, facilities, and finances in a manner that is compliant with all of the funder's requirements, as well as the organization's vision, mission, values, and strategic direction
- Provides leadership and guidance to ensure the development of programs and services that appropriately reflect individual client needs and community capacities; monitors and measures the same by ensuring that appropriate and sustainable evaluations are in place
- Ensures compliance with board policies, any prevailing accreditation standards, and legal, professional, and ethical requirements
- Ensures a culture of excellence and best practices in all aspects of the organization's programs, services, and operations
- Ensures that operations and activities are carried out in compliance with government laws and board policies while meeting organizational goals and objectives
- Oversees the development of data collection and retrieval systems and ensures regular reports are provided to internal and external users and funders for program evaluation
- Maintains an efficient and effective operation of the organization through the management team, ensuring responsibility, accountability, and functional coverage of all major aspects of the organization
- Ensures the board is apprised of all risk management issues and other key issues that may impact the organization

Financial and Records Management

- Ensures the financial health and security of the organization, taking a fiduciary responsibility approach to the daily management of operations
- Oversees the systematic maintenance and confidentiality of records and files
- With the management team, sets budgets and ensures budgetary controls, ongoing monitoring, and analysis are completed
- Oversees policy recommendations and ensures timely decisions regarding the budget
- Presents monthly financial statements and an annual budget (and any required interim revisions) to the board of directors and reports regularly on the organization's financial position

Communications and Public Relations

- Ensures a strong public image is maintained; promotes the organization and its programs to external stakeholders to keep them informed of the work being done
- Serves as chief spokesperson and Matawa Health Cooperative ambassador, representing the organization in the community and with the media
- Actively maintains and fosters positive community relations, responds to concerns and complaints, and provides information and support to community organizations, government, and media
- Ensures systems are in place for timely and appropriate flow of information from the community to the management team, related staff, and board

Human Resources, Board, and Volunteer Management

- Leads with a positive and collaborative approach to employee relations
- Oversees organization wide human resource planning in order to meet operational needs
- Promotes and assists with continuous learning and teaching through establishing and achieving appropriate goals and objectives for professional development including research where practical
- Oversees the development and implementation of all HR policies, procedures and programs, ensuring equity, cost effectiveness, and compliance with applicable legislation are in place
- Supports the maintenance of participatory management and positive employee relations and the quality of working life at Matawa Health Cooperative
- Hires, oversees, and ensures the accountability of all managers and provides performance evaluations based on established goals and objectives
- Recommends professional development for management
- Supports motivation of employees through establishment of measurable goals and key performance indicators
- Provides indirect supervision of all staff
- Organizes appropriate board and committee training, development and orientation

Health and Safety

- Oversees and ensures compliance with all aspects of the Occupational Health and Safety Act
- Ensures the physical structure and equipment of Matawa Health Cooperative is sound and adequately maintained

Other

- Performs other associated duties as required

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge

- A University Degree in Business and Commerce and /or social science disciplines, or, a community college diplomas in the same disciplines.
- A minimum of 5+ years of management experience within either a not for profit or for profit organization in leadership positions
- An equivalent combination of education and experience may be considered
- Commitment to and knowledge of the health care sector;
- Demonstrated ability to build, motivate, and support high performance teams to achieve goals and objectives
- Sound knowledge of the determinants of health affecting First Nation communities
- Experience working in a values-based organization
- Experience leading a combined interdisciplinary professional and community-based services team
- Sound knowledge of human resource policies and procedures
- A strategic and visionary thinker; demonstrated ability with strategic planning tools and frameworks
- Experience working with First Nation communities, board of directors, and government agencies
- Knowledge and understanding of Aboriginal traditions and culture
- Ability to act with humility, integrity, honesty, and respect;
- Ability to satisfactorily pass a Tuberculin (TB) Skin Test, Criminal Records Check including vulnerable sector screening
- Must be bondable for the purpose of signing authority and delegation of financial resource
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Skills

- Proven exceptional verbal and written communication skills;
- Team Building
- Managerial skills;
- Efficient computer skills;
- Excellent inter-personal skills and ability to work in a team environment and interact with media personnel, the general and culturally diverse public, service providers and dignitaries;

Personal Attributes

The incumbent must maintain strict confidentiality in performing the duties of MHC Executive Directors. The incumbent must also demonstrate the following personal attributes:

- Strategic Thinker;
- Relationship Builder;
- Planner and Coordinator;
- Values Diversity;
- Highly motivated and ability to meet tight and demanding time-lines with multiple projects;
- Exceptionally organized and excellent time management;
- Self-motivated and an ability to work with little supervision;
- Pays great attention to details and adheres to due diligence;
- Must be willing and able to travel;
- Capable to maintain confidentiality;
- Demonstrates a keen awareness and sensitivity to First Nation realities regionally and at the community level; and,
- Ability to speak the Ojibwe, Oji-Cree or Cree is an asset

WORKING CONDITIONS

Physical Demands

The MHC Executive Director may have to travel throughout the region in all weather. She/He may have to lift, carry and manage equipment and supplies. She/He may have to work odd or long hours at a time to complete special requests or projects. The MHC Executive Director may have to spend long hours sitting and using office equipment, computers and attending meetings.

Environmental Conditions

The Matawa Building may be a busy facility. The MHC Executive Director may have to manage a number of people and projects at one time, and they may be interrupted frequently to meet the needs and requests of member First Nation leaders and members. The MHC Executive Director may find the environment to be busy, noisy and will need excellent organizational and time and stress management skills to complete the required tasks.

Sensory Demands

Sensory demands can include reading and use of the computer which may cause eye strain and occasional headaches. The Matawa office at times may be noisy and busy making it difficult for the MHC Executive Director to concentrate.

Mental Demands

The MHC Executive Director will have to manage a number of requests and projects at one time. She/He must be aware of all Tribal Council business in the community and any and all relevant legislation, policies and procedures. She/He may have to complete a number of tasks and responsibilities at one time, and must be prepared to deal with emergencies and stressful situations at any time.

CERTIFICATION

<hr/> Employee Signature	<hr/> Supervisor's Title
<hr/> Printed Name Date	<hr/> Supervisor's Signature Date
I certify that I have read and understand the responsibilities assigned to this position.	I certify that this job description is an accurate description of the responsibilities assigned to the position.
<hr/> Chief Executive Officer's Signature Date	
I approve the delegation of responsibilities outlined herein within the context of the attached organizational structure.	

The above statements are intended to describe the general nature and level of work being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of the position.