



CONSTANCE LAKE FIRST NATION
P.O. Box 4000
CONSTANCE LAKE, Ontario P0L-1B0
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JOB POSTING

Health Administrator – Full Time Permanent Position

OVERVIEW:

If you are looking for an exciting and engaging opportunity, the Jane Mattinas Health Centre (JMHC) is seeking candidates to fill the full time permanent position of Health Administrator. Under the supervision of the Executive Director of Constance Lake First Nation, you will perform and provide a wide variety of duties and responsibilities. Jane Mattinas Health Centre will base its recruitment of staff for all its operations on the person's qualifications, skills and abilities including cultural competency and willingness to become culturally competent.

PREFERRED QUALIFICATIONS:

- Post secondary degree/diploma in Health Administration, Business/Financial Management, Social Services or other related field.
- Must have two (2) years related experience in a health services management/supervisory capacity.
- Demonstrates leadership, organization, analytical, communication, problem solving and negotiating skills.
- Ability to work with little or no supervision
- Genuine interest in promoting & improving good overall health of the community
- Willing to work after hours.
- Willing to travel to workshops etc.
- Ability to write up proposals.
- Ability to monitor and manage the Jane Mattinas Health Centre budgets.
- Excellent interpersonal and communication skills with staff and clients;
- Excellent computer skills with a high level of competency with the Excel and the Microsoft word computer programs.
- Ability to communicate in Ojibway, Cree or Oji-Cree an asset;
- Valid CPR and First Aid or willingness to obtain;
- Valid Driver's License;
- Must pass criminal background check.
- Knowledge of Mustimuhw cEMR (community electronic medical records) database or willing to learn

DUTIES AND RESPONSIBILITIES:

- Maintain overall responsibility for the day-to-day organization, administration and operation of the Jane Mattinas Health Centre's health services;
- Keep all stakeholders informed on progress against objectives;
- Develop and maintain the various programs;
- Ensure the budgets are developed, monitored and adhered to;
- Secure funding as required;
- Maintain the culture of the organization;
- Mentor employees towards positive outcomes.

Please submit your resume, cover letter and 3 references either by mail, fax, in-person at the Band Office or by email to:

Samantha John-George
Employment Community Counsellor
Constance Lake First Nation
P.O. Box 4000
Constance Lake, Ontario P0L-1B0
Fax: 705-463-2222
Email: samantha.john-george@clfn.on.ca

DEADLINE FOR APPLICATIONS: Tuesday, October 5, 2021

While we appreciate all applicants, only those selected for an interview will be contacted.
May be extended until a successful candidate is chosen.

Please contact the office for a detailed job description.