



Ginoogaming First Nation Job Description

Ginoogaming First Nation

Position Title:

Health Manager

Department:

Health

Supervisor:

Band Manager

Position Overview:

The Health Manager is a key member of Ginoogaming First Nation's Senior Leadership Team and shapes the future of the department through development and implementation of the Community's Health Plan while continuously working towards the best health care and health outcomes for community members. The Manager is responsible for overseeing the financial, operational and human resource management for the health department.

General duties include:

Strategic and Operational Planning

- Participate in strategic planning exercises to advance the Nations' goals
- Lead the development of a departmental operational plan to advance key strategies and priorities, particularly associated with health and wellbeing of the community
- Prepare and monitor own and staff-level work plans to ensure departmental priorities are progressing
- Monitor and report progress of work plans to Band Manager

Financial Management

- Participate in and implement the health department budgets and budget controls to ensure financial accountability of all programs and services
- Monitor budgets and work with Finance to analyze, understand and report variances
- Coordinate and oversee the development of regular financial reports to funders, Band Manager and Council per agreements and as required
- Follow established purchasing policies and procedures

Program and Service Delivery Management

- Provide leadership to and work collaboratively with the interprofessional team to provide prevention, wellness, intervention, postvention and follow up services with clients according to the community health plan
- Develop and implement frameworks to assess client needs and assess program and service performance
- Develop proposals for and advocate for services based on needs assessment
- Advance the community health services model through effective collaborations and engagement with colleagues, units, and teams across the Nation



Ginoogaming First Nation Job Description

- Lead and / or actively participate in critical incident management and emergency responses in matters of public health and safety across the Nation
- Develop strategies, policies and protocols in support of meeting the departments' mandate including sound documentation, record keeping and preparation of reports
- Set up controls to comply with security, privacy and confidentiality requirements

Council Governance

- Prepare and deliver briefing notes and information summaries related to health department programs and services
- Coordinate consultation of subject matter experts to support decision-making

Human Resource Management

- Provide clear direction and instruction to staff to ensure priorities are understood and day-to-day activities are coordinated, ensuring work plans are documented and progress is monitored.
- Facilitate regular staff meetings to ensure awareness of and coordination of departmental activities.
- Promote and foster development of a strong and cohesive team, emphasizing the importance of teamwork and mutual support of one another for the department and Membership' benefit.
- Lead the departments' performance evaluation process in conjunction with the Human Resources manager, focusing on growth and capacity building.
- Working with the Human Resources Manager, recruit, coach, and mentor staff including coordination of training and development activities.
- Coordinate other departments to ensure strong teamwork and communications.
- Promote and provide for a positive working environment aligned with the culture and values of the First nation.
- Maintain awareness of and ensure compliance with all related Band and human resource legislation, regulations and policies.
- Set up and use appropriate supervisory strategies to provide direction, guidance, instruction and correction for staff.
- Identify skills required and work with the Human Resources Manager on recruitment to successfully meet the departments' mandate and goals
- Design and implement a coaching culture where positive and constructive feedback are used as a foundation to building skills and growing capacity.
- Monitor and sign off on timesheets

Working Relationships

- Band Manager
- HR Manager
- Health department staff
- External health agencies and departments



Ginoogaming First Nation Job Description

- Department managers
- Community Members

Perform other duties and responsibilities as necessary in the performance of the position and as assigned by the department manager, Band Manager or Chief and Council.

Knowledge, Skills and Abilities:

- A deep knowledge of health programs and services including development of budgets
- Proven ability to prepare reports to funders of health programs and services
- A comprehensive and progressive understanding of the trends, issues, research, challenges and opportunities primary health care, social services, prevention and wellness
- A demonstrated record of successfully leading, influencing, and supporting broader organizational goals, projects, and mandates related to primary health care
- Solid experience in health program management and supervision of program and service delivery Good understanding of healthcare quality assurance
- A proven ability to influence, lead, and achieve results with leaders, stakeholders, and others in a health care setting
- A demonstrated ability to coach and mentor others
- Excellent computer skills including experience in word processing and spreadsheet software
- Excellent communication abilities including ability to develop and present engaging and influential presentations to multiple audiences
- Highly skilled in proposal and report writing.
- Ability to work under high stress including adapting to shifting demands
- Strong conflict resolution and negotiation skills

Experience and Education Requirements:

- A degree in a related field, such as health care administration, health care leadership, public health, social services or equivalent experience
- A minimum of 5 years of progressive leadership in primary health care and / or working in a similar context to community health services

Environmental Conditions (optional):

- Physical Effort: Mild physical effort may be required with regular walking
- Physical Environment: Work is primarily in an office environment
- Sensory and Mental Attention: There may be interruptions and distractions in the work environment and some stress associated with deadlines or conflict resolution

Other Requirements:

- Professional appearance
- Follow all GFN Policies and Procedures and display a commitment to the values and culture of the GFN
- Ability to successfully and periodically undergo an appropriate criminal records review and police record check is required



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Employee's Statement

I have been given the opportunity to read and comment on the content of this work description.

Name of Employee

Signature

Date

Supervisor's Statement

This job description accurately describes the responsibilities assigned to this position.

Name of Supervisor

Signature

Date