



KWAKIUTL BAND COUNCIL EMPLOMENT POSTING
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Job Title: Health Director	Reports To: Band Manager
Program/Department: Health	Work Location: Kwakiutl Health Centre
Date Updated: July 2021	Job Status: Full time

JOB SUMMARY:

Reporting to the Band Manager, the Health Director works under the direction and guidance of the Band Manager, to oversee the health and wellness related programs and services of the Kwakiutl Band (KB), and to assist in achieving the overall goals and objectives of the Band. The Health Director is also responsible for facilities management, administration of health-related contracts, planning/evaluation of staff and programs, and is the designated "Senior Health Lead" for Kwakiutl Band (KB) in the First Nations Health Authority (FNHA) / First Nations Health Council (FNHC) process.

DUTIES / RESPONSIBILITIES:

- Leads the development, implementation and maintenance of the Kwakiutl Health Department's works plans, Community Health & Wellness Plan and Kwakiutl health and wellness programs and services evaluations
- Oversees all health and wellness related programs and services delivered by the Band, both current and those developed in the future, in consultation with the Band Manager and relevant health staff
- Maintains a working knowledge of federal, provincial, and B.C. First Nation Health Authority (FNHA) health legislation / policies / actions relating to or impacting Kwakiutl health services, the Health Director position, and those positions under his / her supervision
- Provides recommendations for, and assists as requested, in the development of Health Department and general Band policies and procedures for Band Council review and approval
- In consultation with appropriate health staff and the Health Committee, develops and submits the annual health department budget for Band Manager and Band Council review and approval
- Ensures comprehensive narrative reports on health and wellness programs, services and initiatives engaged in by the Health Department are available for Band Manager and Band Council review, as required
- Coordinates and attends meetings with the Kwakiutl Health Committee and those others necessary for the successful operations of the Health Department and meetings as directed by the Band Manager and / or Band Chief and Council
- In consultation with the Band Manager, responsible for the recruitment, retention, evaluation (job evaluation, adherence to workplans), and discipline of all health staff

- Reviews monthly Health Department financial reports / expenditures to ensure compliance with Council approved Health Department budget
- Ensures responsible and authorized access and control over client and employee files / information and sensitive Health Department or Band Council documents and materials
- Ensures the safe and secure operations, maintenance and ongoing functionality of the Kwakiutl Health Centre (including vehicles), ensuring, the health and welfare of staff and community members accessing the facility
- In conjunction with the Band Manager and Health Committee, ensures open and ongoing communications with community, government agencies, and other stakeholders of the Band and Health Department
- Participates and provides recommendations regarding the negotiation of health related contracts and agreements
- Ensures that reports required by Health Canada, the B.C. First Nations Health Authority (FNHA) and other funding or partner agencies are completed and forwarded as per agreed to format, timelines and contract requirements
- In consultation with the Band Manager, initiates investigations into community member or staff complaints pertaining to Health Department employees and / or practices, and ensures that appropriate corrective action is taken, if warranted
- Ability to plan and work with little supervision
- Must agree to abide by KB organizational policies (i.e. personnel policy and other policies)
- Ability to work independently, to organize work, prioritize work load
- Excellent communication skills (written, inter-personal)
- Preference may be given to Aboriginal persons.
- Perform other duties as assigned

REQUIREMENTS:

- University degree or higher such as Bachelor of Science of Nursing; Business Administration; Public Administration; Health Sciences, or a related combination of education, training and supervisory experience
- Training and at least 2+ years' experience in the fields of health administration or related program management (development, implementation and evaluation of programs)
- Two+ years of management supervision experience with strong knowledge in recruitment, retention, evaluation and discipline of staff
- Knowledge of the Kwakiutl community, culture and language an asset
- Knowledge and understanding of financial management practices
- Knowledge and understanding of federal and provincial health services available to First Nation communities and related health policies-including that of the FNHC / FNHA processes
- Familiarity with health-related legislation affecting First Nations
- Excellent interpersonal, negotiation and communication skills
- Ability to work effectively with Kwakiutl community members and other stakeholders
- Computer and technical writing ability
- Knowledge and appreciation of the history, culture and traditions of the Kwakiutl
- Knowledge and experience in health planning or related planning / change management

KEY RELATIONSHIPS:

- Kwakiutl Chief and Council, Health Committee, department managers, supervisors and staff
- Maintains liaison and communication with First Nations Health Authority (FNHA) / First Nations Health Council (FNHC), government departments, medical professionals, the private sector and other First Nations
- Maintains good relations with the Kwakiutl membership, community and handles individual member's inquiries and requests

WORKING CONDITIONS:

It is paramount that all positions within the health team strive to communicate and serve the Kwakiutl people in a manner that respects, enhances and promotes the cultural identity and well-being of both the individual and the health care providers. This position will strive for cultural safety by:

- Gaining cultural awareness and cultural sensitivity
- Understanding and complying with any Kwakiutl policies or position statements on "cultural safety" (and ensuring it is reflected in individual training / professional development plans)
- Ensuring that plans, policies and activities undertaken promote the holistic health and well-being of the Kwakiutl in a way that incorporates and promotes the cultural aspects of the Kwakiutl people and traditions
- Assisting in the articulation and establishment of cultural influence expectations in the Kwakiutl Health Centre planning and day-to-day operations
- Must have and maintain a valid BC drivers licence as a condition of employment and preferably have access to a reliable vehicle
- A successful criminal records check is mandatory. Incumbents must successfully and periodically undergo (i.e., every year or as needed) an appropriate criminal records review and police record check to demonstrate that there are no relevant charges or convictions. KBC will reimburse the cost of undertaking the criminal records review and police record check
- Required to work in a variety of different environments
- May be required to periodically work outside of normal working hours (including overtime), and to function independently
- Smoke and scent free environment
- Harassment and violence free environment

Closing date within KFN Community July 21 – 4:00 pm.

Should we not receive suitable or qualified applicants the posting will go out to the General Public.

Cover letter, resume and references can be sent to:

Ross Hunt, KB Chief Councillor
chief@kwakiutl.bc.ca