



Duncan's First Nation is seeking an individual to fill the position of

## HEALTH DIRECTOR

### Employment Opportunity – Full-Time Permanent

**LOCATION:** This employment opportunity will be based at our Duncan's First Nation Health Centre, Treaty 8 Region.

**JOB SUMMARY:** Duncan's is a progressive First Nation in search of an innovative Health Director who is able to carry out the vision, objectives and strategic direction set by Chief and Council through operational standards, improvement of grass-roots level program delivery and policy development, and the implementation of greater local control over community level services. The Health Director is responsible for the efficient management of all health-related departments, facilities, programs, services, and staff. Must practice cultural awareness and sensitivity.

**DUTIES:**

- Plan, lead, and oversee all daily Health Centre functions and operations;
- Overall, assisting in the articulation and establishment of cultural influence expectations in the Duncan's Health Centre planning and day-to-day operations;
- Play the lead role in the development and implementation of Duncan's Health Department's work plans, Community Health & Wellness Planning, and Duncan's Health & Wellness Programs and services evaluations;
- Provide recommendations for, and assist as requested, in the development of health department and general Band policies and procedures for Chief and Council review and approval;
- In consultation with appropriate health and finance staff, develop and submit the annual health department budget to the Band Manager for Chief and Council's review and approval;
- Ensure responsible and authorized access and control over client and employee files/information and sensitive health department or Chief and Council documents and materials;
- In conjunction with the Chief and Council, ensure open and ongoing communications with community, government agencies, and other participants of the Band and Health Department;
- Participate and provide recommendations regarding the negotiation of health-related contracts and agreements;
- Ensure that reports required by Indigenous Services Canada, FNIHB, and other funding agencies are completed and forwarded as per agreed, timelines and contract requirements;
- In consultation with the Band Manager, initiate investigations into community member (or staff) complaints pertaining to Health Department employees and/or practices, and ensure that appropriate corrective actions are taken, if warranted.

**QUALIFICATIONS:**

- Business Administration, Health Sciences, or a related combination of education and supervisory experience;
- Knowledge of applicable Indigenous Services Canada regulations and funding processes, as well as Federal and Provincial Policies and Regulations relating to First Nations Health;
- Knowledge and understanding of financial management practices, including budgeting and reporting;
- Excellent interpersonal, negotiation and communication skills;

- Must have a strong knowledge of First Nation/Indigenous Government systems and issues, knowledge of Aboriginal/Indigenous Funding Agreements and issues facing Alberta/Canada's First Nations;
- A successful criminal records check is mandatory;
- A valid Alberta Driver's licenses and access to a reliable vehicle is a condition of employment;
- Must be a compassionate and caring individual that can not only lead but also facilitate the necessary transformation of wellbeing in our community;
- Must be situated and work from Duncan's First Nation.

SALARY RANGE: Based on Education and Experience

CLOSING DATE: Open until a suitable candidate is selected

Please fax or email resume in confidence to:

Duncan's First Nation

Attention: Tim Barker

Fax: (780) 597-3920

Email: [manager@duncansfirstnation.ca](mailto:manager@duncansfirstnation.ca)

We appreciate the interest of all applicants; however, we will contact only those selected for interviews.