

Government Service Building
22 Winookeeda Street
Curve Lake, Ontario K0L1R0



Phone: 705.657.8045
Fax: 705.657.8708
www.curvelakefirstnation.ca

Posted: March 2, 2017
Level II

EMPLOYMENT OPPORTUNITY

As outlined in the Curve Lake First Nation Human Resource Management Manual, applications are now being accepted from **STATUS MEMBERS OF ANY FIRST NATION** for the following **Permanent Full Time** position:

MANAGER OF HEALTH & FAMILY SERVICES **Curve Lake First Nation Health Centre**

SCOPE OF POSITION:

Appointed as the Manager of Health & Family Services to manage and direct the Health and Social programs within the administrative policies and procedures established by Chief & Council. To provide leadership, strategic and administrative direction for the Health & Family Services department of Curve Lake First Nation.

Duties:

- Manages and directs the employees of the Health & Family Services Department
- Monitors and reports on budget implementation
- Liaises with Federal, Provincial and Regional Health & Family Services agencies; Represents, coordinates and facilitates the Curve Lake First Nation's relations with those agencies on behalf of the General Manager
- Ensures adherence to occupational health and safety procedures
- Performs such other related duties as required by the General Manager
- Travel is an essential requirement for Manager of Health and Family Services

QUALIFICATIONS: Basic Requirements: **(APPLICANTS MUST SHOW NECESSARY PROOF WITH APPLICATION OR WILL BE AUTOMATICALLY SCREENED OUT)**

Education & Experience:

- University Degree BA, BSc, BSW (Health Administration or Social Work) with at least two years of management or supervisory experience **or**
- Five years managerial experience including Human Resources and Financial Management

Other:

- Must have experience with program development, delivery, and reporting
- Prior experience within a First Nation or Aboriginal organization is preferred



RATED REQUIREMENTS:

Knowledge/Skills:

- Working knowledge and training in the delivery of Health & Family Services programs
- Working knowledge of governmental policies, programs, services and procedures at the Federal, Provincial and Regional levels relative to the delivery of Health & Family Services
- Financial management skills including; budget development, cash flow projections, administration of approved budgets and ensuring department adherence to financial policy
- Excellent communication skills, both written and oral
- Extensive knowledge of computer programs and software including Microsoft Word, Microsoft Excel, Access, Outlook, and internet browsers
- High level of public relation skills and project management skills

Abilities:

- Ability to multi-task, keep organized, develop work plans and ensure accountability including writing reports as required by funding agencies
- Must be able to assign tasks and ensure successful completion
- Ability to work with tact and discretion
- Ability to develop funding proposals

Personal Suitability:

- Must have a high respect for confidentiality
- Exhibits a high degree of initiative and self-direction
- A strategic planner
- High level of sensitivity to issues affecting First Nations
- Possess a strong background in research
- Proven experience in negotiation and conflict resolution
- Excellent problem solving and judgement capabilities

TERMS OF EMPLOYMENT:

This is Full-Time Permanent position beginning immediately. Annual salary range for this position is \$58,859 to \$65,399 based on a 39.5 hour work week.

APPLICATION:

Application forms and Position Descriptions are available at the Reception of the Government Services Building. Application forms can also be obtained from the Employment Resource Centre or from the Curve Lake First Nation website (www.curvelakefirstnation.ca) under documents.

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Application package must consist of a completed application form, cover letter, resume, required documentation, addresses and phone number of two most recent employment references (if employed with Curve Lake First Nation previously, references from most recent Supervisor / Manager will be required). Please submit application package to:

Abigail McCue, Human Resources Coordinator
Curve Lake First Nation Government Services Building
Curve Lake, Ontario K0L 1R0
Phone (705) 657-8045 Fax (705) 657-8708

Deadline for Applications: Friday March 17, 2017 at 12:00 (Noon)

Late applications will not be accepted. Please ensure application is date stamped by Curve Lake Government Services Building Receptionist. Only qualified applicants will be contacted for an interview.

While only qualified applicants will be contacted for an interview, not necessarily all qualified applicants will be offered an interview. Successful candidate must provide an acceptable Canadian Police Information Check (CPIC) with Police Vulnerable Sector Check (PVSC) prior to commencing work.