



Gitga'at First Nation

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Gitga'at First Nation Job Posting

JUNIOR MANAGER OF THE HEALTH CLINIC

Position Summary:

The Junior Manager of the Health Clinic reports to the Health Director of Gitga'at First Nation in Hartley Bay. This position is responsible for overseeing the daily operations of the Health Clinic in Gitga'at First Nations. The incumbent will provide administrative support and oversee the training of staff members, liaise with patients and healthcare professionals and coordinate patient care plans. The incumbent, in partnership with the Director, will assist in ensuring local programs and services are administered to fully serve the needs of the community members in Hartley Bay who depend on quality health service delivery.

Purpose:

The Junior Manager of the Health Clinic assists the Health Director on Health Programs and works daily with staff to ensure excellent services on community health issues and implements solutions through the direction of the Director and Medical Staff and outside sources.

Duties:

- Assist the Director in all Gitga'at Health Program, which includes Pre and Post natal; moms & tots; Diabetes Initiative; Mental Health programs and counselling which includes Family Violence, Sexual Abuse Intervention Program; Drug and Alcohol counselling and prevention; Youth Outreach; and Brighter Futures.
- Assist the Director to Ensure that all programs and services meet or exceed program objectives;
- Assist the Health Director in all health transfer preparations, negotiations and discussions;
- Assist Human Resources in recruitment of health service providers and support personnel, implement the Nations Employment policies and procedures, conduct employee evaluations;
- Implement programs services and preparation of proposals to support ongoing activities by acquiring outside funding for health programs;
- Promote Healthy Lifestyles through active community health promotions including a yearly health fair and regular focus groups;
- Ensure the long-term strategic plan and yearly community health operational plan is followed;
- Ensure that Gitga'at traditions and cultural health approaches are incorporated into all health service delivery;
- Maintain excellent working relations and communications with external groups including Health Canada, FHNC, AANDC, Northern Health, local hospital and other health professionals;
- Assist health unit staff with daily, weekly, monthly and yearly program delivery and services;
- Assist with the yearly budget for the overall center and ensure that the programs operates within budget allocations and assist in completing all reporting on timely basis;
- Supervise staff including the Community Health Representative, Patient Travel Clerk, Home and Community Care worker, Brighter Future sand Custodian;
- Act as a support system for community members and visiting medical personnel;
- Other office duties and community duties as required.

Knowledge and Abilities:

- Bachelor's degree or college diploma in health care administration or similar field. A master's degree in public health or health administration is a strong asset. certification in the relevant health profession is required;

- Minimum 3 years of experience as a Medical Office assistant, health or social policy researcher, consultant or program officer, or registered nurse;
- In depth knowledge of First Nation health issues and concerns;
- Experience in Research, Raising Funds, and Program Development is an asset;
- Knowledge of and seasoned experience with the Indian Act, other relevant legislation, and Gitga'at and First Nations history and culture;
- Excellent writing skills needed to develop reports, presentations, briefing materials, and other important communications;
- Must have excellent organizational and communication skills.

Personal Attributes:

- Ability to work independently with little supervision and as a team player;
- Ability to work in a timely manner and under pressure;
- Must have high degree of confidentiality and exhibit the highest level of integrity in performing the duties;
- Be honest and trustworthy;
- Be respectful;
- Possess cultural awareness and sensitivity;
- Must be customer service oriented and prepared to liaise with patients, their families and other care providers;
- Be flexible;
- Demonstrate sound work ethics;
- Reside in and contribute to the community of Hartley Bay.

Relationships:

- Work requires all staff and senior management;
- Interacts with other government's agencies, medical professionals, and Band members
- Judicious and tactful communication style, and able to problem solve, plan and organize efficient using good critical thinking and decision skills;
- Ability to supervise staff and build capacity;

Working Conditions:

- May spend long hours sitting and using office equipment and computers, which can cause muscle strain;
- Will spend long hours in intense concentration;
- May have to travel in rough conditions;
- Must deal with a wide variety of people on various issues.

Licenses:

- Successful Criminal Record Check and Background Check.

If you are interested in applying, please submit a cover letter and resume in Word or PDF format with "JUNIOR MANAGER HEALTH CLINIC" in the subject line to: jobs@gitgaat.ca

The Posting will close Friday, July 21, 2023.

Applicants of Gitga'at and/or Aboriginal ancestry are encouraged to apply. Pursuant to section 41 of the BC Human Rights Code, preference may be given to applicants of Aboriginal Ancestry.

We would like to thank all applicants for their submission, only short-listed applicants will be contacted.