



POTLOTEK FIRST NATION

Position Title:	Health Director
Department:	Health
Term:	1 Year Term
Hours of work:	Monday-Friday
Location:	264 Chapel Island Road, NS B0E 3B0
Closing date:	Open Until Filled

About Us:

Potlotek First Nation is dedicated to enhancing the health and well-being of our community. We seek a passionate and dedicated individual to lead our Health Department, ensuring our programs align with our mission, vision, and values.

Position Summary:

The Director of Health will oversee the comprehensive management of the Health Department, fostering a healthy work environment and positioning Potlotek as an employer of choice. This role involves strategic leadership in program delivery, human and financial resource management, and collaboration with community leaders to improve health outcomes.

Key Responsibilities:

- **Program Coordination:** Deliver community health programs aimed at improving overall health.
- **Advocacy:** Promote healthier lifestyles and innovative health initiatives tailored to community needs.
- **Collaboration:** Work closely with Band Manager and CFO on administrative decisions, budget planning, and health staff supervision.
- **Stakeholder Engagement:** Represent the Potlotek Health Centre at regional and provincial meetings, ensuring community interests are articulated.

Supervision and Staff Management:

- **Leadership:** Provide strong leadership and direction to health staff, fostering an environment of collaboration and accountability.
- **Performance Evaluation:** Conduct regular performance evaluations, offering constructive feedback and support for professional development.
- **Conflict Resolution:** Address interpersonal conflicts among staff proactively and effectively, utilizing conflict resolution strategies to maintain a positive workplace atmosphere.
- **Team Development:** Facilitate team-building activities and workshops to enhance staff cohesion and collaboration, ensuring all team members feel valued and engaged.

Day-to-Day Operations:

- **Administrative Oversight:** Manage the preparation and operational oversight of the departmental budget, ensuring financial accountability.
- **Operational Support:** Maintain accurate administrative records, coordinate employee timesheets, and ensure efficient day-to-day operations for health staff.
- **Policy Implementation:** Implement health policies and procedures that promote best practices and compliance with relevant regulations, fostering a safe and supportive work environment.
- **Data Management:** Oversee the management of databases, ensuring the security and confidentiality of sensitive health information.

Qualifications:

- **Education:** Degree in a health-related field (health sciences, public health, nursing).
- **Experience:** 5-7 years of management experience in a health center or First Nation health center.
- **Skills:** Strong managerial, planning, organizational, and problem-solving skills. Effective communication and interpersonal abilities.
- **Traits:** Caring, detail-oriented, and service-oriented, with the ability to prioritize tasks.

Working Conditions:

- The role requires empathy and flexibility in a high-stress environment.
- Commitment to confidentiality and professionalism is essential.
- Potlotek First Nation maintains a drug and alcohol-free workplace.

Consideration:

- We are an equal opportunity employer; however, preference will be given to Aboriginal People as per the Aboriginal Employment Preferences Policy of the Canadian Human Rights Commission.
- While we appreciate the interest of all applicants, only those selected for an interview will be contacted.

Application:

Interested applicants should submit a resume and cover letter explaining how they meet the position requirements. A successful Criminal Record Check and Child Abuse Registry submission is also required.

Please submit to: Terra Marshall, Human Resource Director – tmarshall@potlotek.ca