



## ASSISTANT HEALTH DIRECTOR

### **JOB SUMMARY**

Under the authority and general direction of the Sandy Lake First Nation Chief and Council, through the instructions of the Sandy Lake First Nation Health Authority, and the direct supervision of the Health Director the Assistant Health Director supports the Health Director in taking responsibility for and overseeing the planning, implementation, and administration of the Sandy Lake First Nation Integrated Health Project.

**IMMEDIATE SUPERVISOR:** Health Director

### **DUTIES AND RESPONSIBILITIES:**

1. Assist in planning and implementing of health programs identified as being a requirement for Sandy Lake First Nation;
2. Provide information required to develop a work plan to reflect:
  - a. Community health priorities;
  - b. Allocation of resources to meet priorities;
  - c. An effective community health management structure;
3. Provide leadership in the creation and maintenance of an effective health program team;
4. Provide direction, supervision, and evaluation to health program staff;
5. Liaise with community nursing staff as requested by the supervisor to ensure effective health program services.
6. Ensure fulfillment of health program expectations established by Health Canada;
7. Provide information required for the supervisor to liaise with funding agencies to maintain effective working relationship and ensure that funding guideline and reporting structures are met;
8. Ensure that all programs remain within budgetary allocations;
9. Work collaboratively with designated consultants to develop health programs;
10. Provide information required by the Health Director to ensure adequate reporting consultation with the Chief and Council regarding health services and challenges;
11. Liaise with community elders regarding community values and customs in relation to the planning, development and delivery of health services;
12. Facilitate community participation in the development and delivery of community health services according to the principles and direction of the Sandy Lake First Nation Council;
13. Assist in ensuring appropriate training for the community health team;
14. Create, and keep updated, yearly program activity plans outlining program goals, objectives and how implementation will be achieved;
15. Complete actions as indicated in the activity plan;
16. Assist in the development, implementation and effective completion of program staff's monthly and weekly project and activity plans;
17. Collate program staff monthly activity reports;
18. Prepare a monthly, written activity report and submit it to the immediate supervisor;
19. Attend Staff training as required;
20. Perform other related duties as required by the supervisor, and all duties assigned by the Chief and Council.

**KNOWLEDGE AND SKILLS:**

1. Post secondary education in medical administration, or equivalent experience;
2. Experience within the health care system provided in a northern community;
3. Oral and written literacy in Oji-Cree an asset;
4. Superior English oral and written communication skills;
5. Supervisory skills, analytical skills,, problem solving skills, mediation skills;
6. A vision of local control of health services and implementation of appropriate health programming within Sandy Lake First Nation.

**To apply for this position, submit your resume and a covering letter. Include the names and phone numbers of three (3) references and permission to contact them. Include Criminal Reference Check to:**

**Yvonne Fiddler or Joan Rae Nursing Station, Sandy Lake**

**CLOSING DATE: FRIDAY, JANUARY 15, 2010 AT 4:00P.M.**