



Xeni Gwet'in First Nations Government

PO Box 98, 3052 Nemiah Valley Rd
Nemiah Valley BC, V0L 1X0

Job Title: Health Director for the ?Eniyud Health Services

Type: Full-Time (with benefits)

Salary Range: Depending on experience

Deadline to Apply: Open Until Filled

Overall Responsibilities:

The Health Director is responsible for providing direction and leadership to the ?Eniyud Health Services. Reporting to the Band Manager, the Health Director will be responsible for the day-to-day operations of the Health Department and Health Clinic, strategic planning, monitoring and evaluation, budget creation and management, supervision of managers, identification of and application for new program funding opportunities, and ensuring effective delivery of all health related initiatives/programs.

Specific Duties and Responsibilities:

- Manage day-to-day operations of the Health Department; including supervision of the program Managers;
- Implement all approved strategic plans (10-year Community Health Plan & 5-year Strategic Plan);
- Lead department annual planning and support managers and other staff with creating annual work plans;
- Forecast financial, budgetary and planning needs (annually and multi-year);
- Authorize expenditures from the approved budgets;
- ensure that all accounting and financial records are maintained to a standard necessary to meet the requirements of XGFNG and other funding agencies;
- responsible for monitoring & evaluating all health related initiatives/programs. Including providing quarterly/annual reports as needed to Council, community, and external agencies;
- prepare proposals and applications for outside funding agencies/programs;
- Advise, inform and liaison with CNC and community on Health Issues effecting the community and XGFNG;
- Access and secure additional funding as needed;
- Provide basic support and advice to community members on accessing health related resources and supports;
- Develop and maintain working relationships with the community, other governments and organizations relating to Health including First Nations Health Authority (FNHA), Interior Health and Indigenous Services Canada;
- Participate in the development and implementation of the Emergency Management Plan;
- Responsible for the development and implementation of the emergency health plan and mental health plan;
- Develop and maintain a system of records and archives;
- Be up to date with current health issues and communicate changes to community;
- Be aware of community health concerns, needs and identify solutions;
- As needed, research, recommend, develop, implement, enforce, review and revise Health Policies;



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- Interpret applicable legislation, regulations and agreements pertaining to Health;
- Support with staff orientation, training and development;
- Perform other duties as required, such as:
 - Dispute resolution
 - Crisis management
 - Advocacy
 - Systems maintenance and
 - On-call as needed
- Ensure the management of health fleet (vehicles) and health buildings are well maintained;
- Approve rental of any health assets, building, vehicles, equipment, etc.;

Skills and Qualifications:

Experience, Education and other Requiriments

- Minimum 5 years' experience working in a relevant field in an Indigenous community and 1 year minimum in a management role;
- Master's degree in a related field (business administration, health services, etc.), or equivalent relevant experience or combination of both, as well as good knowledge of business skills;
- Project Management Certification is an asset; or minimum 3 year experience of managing projects and budgets;
- Advanced computer skills (MS Office), professional written and verbal communication;
- Able to work under minimal supervision in stressful situations and make decisions;
- Experience working with First Nations;
- T̓silhqot'in language, knowledge of lifestyle and values of the nation or seek the resources as needed;

Personal Suitability:

- Class 5 Driver's License;
- Own vehicle available for work travel is considered an asset;
- Ability to successfully and periodically undergo an appropriate criminal records review and police record check is required;
- Effective interpersonal skills;
- Willingness to learn continuously;
- Mindful and being respectful of people's way of life;

Please send a cover letter, copy of your resume and three (3) references to:

Christina Tachtampa | Director, Learning & Organizational Development

Email: christina.tachtampa@xeni-gwetin.ca

You can submit a hard copy of your application to the XGFNG Office.

Only those invited to an interview will be contacted.

Preference will be given to those with Aboriginal Ancestry – per section 16(1) of the Canadian Human Rights Act.