



# Snuneymuxw

First Nation

[www.snuneymuxw.ca](http://www.snuneymuxw.ca)

## **Health Manager**

### **Job Posting**

#### **JOB OVERVIEW**

Snuneymuxw First Nations (SFN) is seeking a Health Manager who will oversee the administrative aspects of the operations for the Snuneymuxw Health Centre. Reporting to the Wellness Administrator, the Health Manager will be responsible for planning, fiscal management, funding proposals, implementing, and evaluating the delivery of all community health services.

The Health Manager formulates operational policies and procedures for health centre staff and contractors to align the performance of their duties. This position seeks funding for programs and services that contribute to the enhanced well-being and quality of life for Snuneymuxw First Nations community members. In addition to overseeing the reception areas, the incumbent will be accountable for various types of reporting. This position also shares co-responsibility for the privacy and security of personal information in the roles of Data Steward (Privacy Officer) and Data Custodian.

As a strong leader and excellent communicator, you make decisions and can justify why, compile, monitor and provide monthly budgetary data and analysis reports, understand systems, balances, and funding.

The successful candidate will work collaboratively and provide support to the team, you understand cultural protocol, understand process, and has the ability to follow those processes.

#### **DUTIES AND RESPONSIBILITIES**

1. Provides administrative, budgetary and program direction to all Health Centre team members, including employees and contractors.
2. Plans, organizes, and directs a full range of health services including (but not limited to) nursing, counselling, mental health and addictions, family resource counselling, communicable disease control, maternal and child health, home care and medical transportation.
3. Supervises, motivates, and coaches Health Centre staff and participates in the recruitment and performance of staff duties.
4. Establishes health services program goals and objectives; determines priorities for action/implementation.
5. Determines fiscal requirements, prepares budgets, monitors and evaluates budget expenditures.
6. Manages and authorizes all expenditures of Health Centre funds in accordance with approved budgets.



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7. Prepares required activity and expenditure reports for the Wellness Administrator, Chief and Council, and funding agencies, in accordance with SFN policy requirements and contractual obligations.
8. Prepares policies, procedures and program standards for Health Centre operations and service delivery.
9. Determines changing priorities of community health and informs Chief and Council and the Health Committee on emerging health issues.
10. Evaluates and recommends facility improvements for Snuneymuxw First Nation Health building, in consultation with the Wellness Administrator.
11. Ensures that safe and ethical practices are adhered to by Health Centre team members.
12. Represents Snuneymuxw First Nations in negotiations with funding agencies regarding Health Centre program and financial issues and seeks program funding for expanded or enhanced programs and services.
13. Determines the need and arranges for Health Centre staff education and training.
14. Develops on-going effective relationships with health care practitioners, psychologists, local and provincial government agencies, and community organizations to optimize the provision of health services at SFN.
15. Monitors and regularly evaluates health service program activities through the development of appropriate indicators and quality assurance measures.
16. Manages the collection of statistical data on the overall health and well-being of the SFN community.
17. Performs other tasks and duties as assigned.

## **PRIVACY AND SECURITY OF PERSONAL INFORMATION**

### **Responsibility for Privacy and Security of Personal Information in roles of Data Steward (Privacy Officer) and Data Custodian.**

As a Manager in the Health Centre, this position is co-responsible with other managers for protecting personal information and ensuring it meets the business needs of our organization and adheres to legislative obligations associated with the protection of personal information. Examples of co-responsibilities of this role include;

- a. Protecting personal information and Community Information that is collected, used, and disclosed by Snuneymuxw Hulut Lelum Health Centre.
- a. Ensuring the Health Centre meets the legislative authorities for protecting privacy.
- a. Overall responsibility for information security, managing information assets, privacy and security safeguards, auditing safeguards, managing and collaborating on privacy breach investigations and acting on the outcomes of an investigation.
- a. The implementation and security of the information management systems, including information management systems shared with health care providers (e.g. First Nation Health Service Organizations, federal, provincial, and/or regional health care partners).
- a. Ensuring our health care partners and contracted organizations (e.g. information technology providers, facility managers, security providers, etc.) adhere to and support our Privacy and Security Framework.



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- a. Approving Information Sharing Agreements and ad-hoc requests for personal and/or community information.
- a. Advocating for the approval and improvement of the Privacy and Security Framework.
- a. Implementing approved privacy and security policies and procedures.
- a. Ensuring the Privacy and Security Framework enables the balance between protecting personal and community information while meeting the business requirements of our organization, the community leaders and members.
- a. Advocating for the stewardship and protection of the community information under the management of another organization.

## **MINIMUM TRAINING AND EXPERIENCE REQUIRED**

1. Completion of an undergraduate degree or college diploma in health administration or a related health or social science discipline.
2. Specialization in health services through advanced training (e.g. Graduate degree or Medical degree) is an asset.
3. Minimum five years of program management experience including the supervision of staff in a health services setting.
4. Prior experience working with First Nations community or with Indigenous organizations in the health or social programs considered an asset.

## **REQUIRED KNOWLEDGE SKILLS AND ABILITIES**

Proven ability to operationalize all components of the Health Centre including financial, staffing, facilities, and community service delivery.

1. Ability to supervises and foster staff, including organizing, prioritizing, and assigning work.
2. Ability to establish, direct and enforce effective administrative, financial, and accounting policies, procedures, and controls.
3. Skill in examining, formulating, and implementing operational strategies, policies and procedures.
4. Ability to assess and make recommendations on facilities and space allocation issues.
5. Knowledge of accreditation and certification requirements and standards.
6. Ability to gather and analyze data, prepare and present reports.
7. Strong knowledge of financial planning, budget, accounting, and management principles, SFN policies and regulations and the applicable legal environments
8. Proficiency with software applicable to financial management and operational functions.
9. Proficiency with clinical information systems (preferably PROFILE).
10. Acts as a role model and upholds professional on and off duty conduct as a representative of the Snuneymuxw First Nations Health Depart.

## **Special Requirements**



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1. Must be able to obtain and maintain a Criminal Records Check
2. Provide proof of valid Covid-19 Vaccine Pass
3. Must be able to maintain strict confidentiality in performing duties and demonstrate personal attributes of integrity, respect, trust, honesty, compassion, and accountability.
4. Must be able to work effectively in a variety of settings and in a cross/cultural situation and be knowledgeable of the services available in the community.
5. Must demonstrate strong morals and ethics.
6. May be required to work additional hours to meet operational needs when necessary.
7. Must conduct themselves in a friendly, courteous, and professional manner.
8. Must show a positive and helpful attitude and demonstrate to be trustworthy, dependable, and punctual in all workplace activities.

## **Snuneymuxw Standards**

Our values will guide us towards becoming a stronger, more effective organization with a positive and mutually beneficial work environment for everyone.

Achievement	Deliver what matters Ensure clarity of direction and unity of purpose Inspire excellence and strive for outstanding results
Collaboration	Work together to build successful teams and partnerships Be open, inclusive and share knowledge See, provide and act on feedback
Community Commitment	Know our community and put them first Listen to and understand community needs Be responsive, close the loop and deliver on promises
Integrity	Own your actions, successes and mistakes Act with transparency, honesty and respect Do what you say you will do
Innovation	Look for ways to improve and create positive change Think broadly and take a wider viewpoint Be responsive to new ideas and opportunities.

## **Benefits:**

- Company pension
- Dental care
- Disability insurance
- Employee assistance program
- Extended health care
- Life insurance
- On-site gym
- On-site parking
- Paid time off



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- Vision care

Schedule:

- 8-hour shift
- Monday to Friday

Work Location: In Person

Supplemental pay types:

- Overtime pay

COVID-19 considerations: COVID-19 safety protocols are in place

Ability to commute/relocate:

- Nanaimo, BC: reliably commute or plan to relocate before starting work (preferred)

Application question(s):

- Are you lawfully eligible to work in Canada?

Education:

- Bachelor's Degree (required)

Application deadline: 2023-06-07

Job Type: Full-time, Permanent

Salary: From \$68,250.00 per year

**Submit your resume and cover letter to:**

Email: [HR@Snuneymuxw.ca](mailto:HR@Snuneymuxw.ca)

Snuneymuxw First Nation  
Attention: HR  
668 Centre Street, Nanaimo, BC, V9R 4Z4

**Application Deadline Date: Wednesday, June 7, 2023 @ 4 PM**

*Only those applicants who are short-listed will be contacted. Thank you.*