



***Eskasoni Community Health Centre***

*4555 Shore Road*

*Eskasoni, NS*

*B1W 1K3*

*Tel: 902-379-3200*

*Fax: 902-379-2421*

## **Eskasoni Director of Health Job Description**

### **Position Summary**

The Director of Health provides overall supervision and direction for all Health Program and services and is reportable to the Band Manager and Chief and Council. The Director of Health combines his/her health knowledge, communication, and administrative skills to effectively plan, direct, supervise, and evaluate the delivery of health services to meet the needs of community members.

### **Essential Functions**

- 1) Provide overall planning, direction, and evaluation for the Community Health Program to ensure the optimal level of services are available to meet the community's health needs
- 2) Provide financial management of multiple budgets and funding arrangements in collaboration with CFO.
- 3) Proposal development and lobbying for additional resources and services.
- 4) Establish health care goals and objectives in consultation with community, staff, and management team for the strategic planning of health services supporting the Eskasoni Health vision statement
- 5) Plan the effective organization of health services in an innovative and adaptable manner in order to successfully manage the community's optimal wellness needs
- 6) Ensure that Community Health policies, goals, and philosophy are understood and adhered to by all staff in collaboration with Human Resource Manager.
- 7) Monitor the quality of care and initiate quality improvement measures for services provided by the Community Health Program
- 8) Plan and oversee the collection of relevant statistical data to be used for program planning and reporting and oversight of research initiatives
- 9) Work effectively and cooperatively as a member of the Band management team
- 10) Work effectively and cooperatively with Health team leads and build capacity, confidence and moral amongst team members
- 11) Adapt and cope with changes in the work place so that new changes or situations can be mastered
- 12) Effectively communicate program concerns and keep the Band Manager informed of workplace developments
- 13) Provide the Chief and council and health board with a written annual reports
- 14) Build a productive, cooperative working climate within the team, the organization, and with other community agencies

- 15) Oversee all departments under the mandate of the health umbrella.
- 16) Oversee the budgetary needs and expenses and planning of all Health Programs and services.
- 17) Conduct performance appraisal within the probationary period and annual staff evaluation in coordination with Human Resource Manager
- 18) Identify and implement a continuing education plan to meet the ongoing professional needs of staff in collaboration with human resource manager.
- 19) Development of a human resource plan for future Health Program and services staffing needs in collaboration with Human Resource manager.
- 20) To perform and enforce required verbal and written disciplinary measures involving Health staff in collaboration with Human Resource Manager.
- 21) Approve all budgetary requests, including: travel expenses; continuing education requests; purchase order requests; or overtime requests for Community Health staff
- 22) Prepare an annual report to be distributed to the community detailing the past year's activities and plans for future initiatives
- 23) Assist with Health Awareness and Education Programs in the community
- 24) Lead and support ongoing updates related to the Pandemic and emergency planning in collaboration with EMO team.
- 25) Participate and provide support and advice to Leadership at NS and Atlantic health Directors meetings and the Atlantic health partnership.
- 26) Participate and provide support and guidance for Tajiikeimtik Health and Wellness (NS Mikmaw Health Authority) and the Tuikn Partnership.
- 27) Support Collaboration on the Eskasoni Long Term Care facility
- 28) Support and oversee Negotiations with and accountability measures for NSHA /Provincially funded positions
- 29) Oversee building maintenance needs, agreements and utilization for all health buildings.
- 30) Oversee and ensure appropriate agreements are in place to protect the community of Eskasoni and the Privacy of community members. E.g. Research agreements.
- 31) Appointed by Chief and Council as the Eskasoni Privacy Officer under the Personal Health Information Act and Legislation.
- 32) Responsible for the appointment of an alternate co- Privacy Officer for Eskasoni.
- 33) Oversee and support and work collaboratively with Eskasoni Health Advisory Committee

### **Required Knowledge and Abilities**

- 1) Understanding of the particular health and social issues encountered by First Nations
- 2) Excellent interpersonal and communication skills
- 3) Excellent organization, delegation, and time management skills
- 4) Possess strong collaboration, critical thinking, problem-solving, and negotiation skills
- 5) Previous leadership experience in strategic planning, health services planning, and project planning
- 6) Knowledge of Mi'kmaw community health and wellness strengths and

challenges and Indigenous community, provincial, and federal health systems, policies, programs and strategies

**Preferred Qualifications**

- 1) Recognized degree, diploma, or certificate in health management and administration in related field or related experience.
- 2) Minimum Four (4) year's experience in providing Community based Health services
- 3) Previous Managerial experience.
- 4) Previous administrative and supervisory experience

TERM: Full time. (37.5 hours per week)

SALARY RANGE: Based on qualifications and experience.

BENEFITS: A comprehensive benefit package including extended health, life and disability insurance as well as a generous pension plan is provided.

**Deadline: Please forward Resume and cover letter on or before 400pm – September 17, 2021 to:**

**William Bowers, Human Resource Manager  
Eskasoni Community Health Centre  
4555 Shore Road,  
Eskasoni, NS B1W 1K3  
Fax# 902-379-2421  
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*We thank all candidates for their interest, however, only those selected for an interview will be contacted.*

