



Lax Kw'alaams Band

JOB POSTING

Director of Health

Date Reclassified: January 29, 2017
Business Unit: Community Wellness
Location: Prince Rupert, British Columbia
Reporting to: Band Administrator

The Lax Kw'alaams Community Wellness division has an exciting and immediate opening for a full-time Director of Health. This newly created position will primarily be responsible for the day-to-day management of the Health Department. You will ensure that the scope of programs and services are in keeping with the mission, vision and values of the Lax Kw'alaams Band and putting in place workplace structures and processes which foster a healthy work environment, making the Lax Kw'alaams Health Department an employer of choice.

General Responsibilities:

Provide leadership to improve performance and enhance the quality of the work environment in the Health Department.

- Utilize knowledge and abilities in leadership based on a shared vision when planning and implementing programs and policies;
- Facilitate and employ a team approach; valuing team members, encouraging full participation and showing staff appreciation. Seek feedback from the team and provide feedback as needed;
- Build capacity within the organization;
- Work with the team to collectively set objectives and change processes in areas requiring improvement;
- Guide and manage change, consistent with the vision and values of the Health Department;
- Demonstrate knowledge of the Tsimshian culture and history and understand how these impact on communication patterns, attitudes and approaches to health issues.

Establish and maintain effective relationships.

- Collaborate with administration, health care professionals, para-professional and clerical staff to provide effective health care delivery;
- Use skills to create and sustain partnerships;
- Advocate for healthy public policy and services that promote, protect and enhance the health and wellbeing of individuals and communities;
- Motivate and mobilize staff towards Health Department goals;
- Demonstrate effective public relations and communication skills while seeking opportunities to participate in joint education and program planning processes.

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Effectively recruit and retain qualified staff.

- Provide effective supervision to staff. Understand the roles and functions of establishing standards, monitoring people and processes to maintain standards, assisting staff to reflect on practice and work performance, and providing guidance;
- Mentor and coach staff to promote professional development;
- Identify human resource needs to maintain a safe, therapeutic environment;
- Manage the recruitment, selection, appraisal (including discipline) and development of staff;
- Promote a healthy work environment. Understand and follow all applicable laws, regulations, and other standards to establish and maintain a safe work environment, including the Labour Standards Code and the Occupational Health legislation.

Prepare financial statements, budgets, financial reports, special analysis and information reports.

- Ensure efficient and effective financial management of health programs and services. Plan, direct and monitor all activities of budgeting and expenditures for the Health Department;
- Develop a budget within forecasted revenues, using a structured budget preparation process;
- Able to carry out budget monitoring and review processes. Communicate budget monitoring information and can defend rationale for budget items to the Band Administrator or the Chief Financial Officer;
- Use the computer to manage information and financial data, and to analyse and measure performance.

Manage health programs and service delivery.

- Manage the day-to-day operations of the Health Department. Ensure staff are working within their scope of practice, role and responsibilities;
- Prepare a Community Health Plan based on community needs, priorities and care program activities;
- Support community development, ownership, consultation, empowerment, capacity building, and respect in relation to health care delivery;
- Ensure that health and safety rules are respected. Identify dangers and take preventative measures and/or make recommendations to the Band Administrator.

Plan, implement and evaluate policies and programs based on evidence and relevance to community health needs and plans.

- Provide leadership in program development, implementation and evaluation, maximizing available resources and based on plans;
- Collect, assess, analyze and apply information, including data, facts, concepts and theories, using them to manage both projects and systems;
- Consult and collaborate with other health care professional members of the team to ensure community health programs are appropriate and directed towards community needs;
- Collaborate with Health Department staff to address disaster planning and emergency preparedness.

Effectively exchange ideas, opinions and information to different audiences.

- Perform a range of communications activities with individuals, families, groups, communities, staff, colleagues, and internal and external programs and organizations. Use effective and culturally safe communication approaches;
- Effectively negotiate with medical and non-medical staff internally, and with people in external organizations, e.g. social services, voluntary groups or the private sector;
- Understand concerns related to confidentiality, data entry and storage, records/document management.

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Implement quality improvement activities.

- Apply key elements and process of continuous quality improvement;
- Understand the policies and processes that need to be in place to promote client safety;
- Work with Health Department staff to review, reassess, and revise programs and services to ensure they remain relevant and are in response to the community's evolving needs;
- Complete appropriate program reporting templates as per program guidelines.

Organizational Responsibilities:

- Able to describe the mission of the Health Department and the priorities of the organization and applies these in practice;
- Maintain confidentiality as per policy guidelines;
- Attend meetings, write reports and deliver presentations to a variety of audiences;
- Sit on committees and represents the views of the Health Department;
- Manage the premises as it relates to cleaning, security, etc.;
- Purchase equipment and supplies, and organize them within the Health Department;
- Receive patient complaints and coordinate the follow-up to investigate the complaint and respond to it, without placing or assuming blame;
- Conduct written performance evaluations of staff, discussing results and recommendations with the band Administrator;
- Work a flexible 40 hours per week as determined by the Lax Kw'alaams Band and in accordance to community need;
- Perform other duties within the scope of the position, as required.

Qualifications:

- Successful completion of a degree in a health-related field such as health sciences, health promotion or nursing;
- Master's degree in health administration, nursing, community health, health promotion, public health or a related field is an asset;
- Preferably 7 to 10 years of health care experience. Experience in a Health Director or health management role required;
- Experience in working with health professionals and para-professionals in a multi-disciplinary and interdisciplinary teams;
- Demonstrated competence in team building, conflict management and interpersonal effectiveness;
- Demonstrated planning, organizational, prioritization and time management skills;
- Demonstrated problem-solving skills and ability to use good judgment in making decisions;
- Knowledge and understanding of the Tsimshian peoples is a definite asset;
- Knowledge of leadership and management principles and practices;
- Knowledge of strategic and operational planning and program review;
- Ability to work independently pursuing objectives and adapting resources to meet projected timelines and goals using innovative and creative solutions in program development and management;
- Ability to partner with community programs and resources;
- Effective verbal and written communication;
- Able to work a flexible 40 hours per week as set by the Lax Kw'alaams Band in response to community needs;
- Physical capabilities to perform the duties of the position; travel may be required;
- Must possess a valid BC Driver's Licence;
- Successful submission of a CPIC (Criminal Records Check) before the commencement date.

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Classification/Pay Scale

- You can expect a supportive work environment, a total compensation package which includes a competitive wage, extended health and dental benefits, and pension plan.

Submission Deadline:

- Open until February 10, 2017
- We invite all interested parties to apply by emailing your covering letter together with a resume in the strictest confidence to employment_resume@laxband.com.