



OCHAPOWACE

P.O. Box 550, Whitewood Saskatchewan, S0G 5C0
Phone: (306) 696 2425, Fax: (306) 696 2426

Health Services

Ochapowace Nation - Job Posting

Position Title: HEALTH SERVICES MANAGER

Status: Permanent/Full Time

Salary: Negotiable

JOB SUMMARY:

1. The Health services manager reports to the Executive Director and Portfolio Councilor and Health Committee.
2. The Health Service Manager will oversee the administrative functions of the healthcare facility.
3. The duties include cost containment, regulatory compliance and performance management.
4. He/She will be responsible for planning, organizing directing, coordinating, monitoring, evaluating and improving the operational aspects of the various support services of a program that provides healthcare to individuals, groups and community members.
5. The scope of the responsibility ranges from program expenditures to managing employees and purchasing office supplies/equipment.

EDUCATION AND EXPERIENCE:

1. Preference will be given to candidates with a First Nations Health Managers Association (FNHMA) certification, degree/diploma in a health-related field from a recognized University or combination of training and experience.
2. Must have 3 years related experience and must have a healthy lifestyle.

KNOWLEDGE, SKILLS AND ABILITIES:

1. Knowledge and understanding health programs and services, federal and provincial health-related issues, leadership qualities, assists the director of health to ensure proper resources are in place,
2. Communicate effectively and orally in writing, assist in preparation of annual report and work plan,
3. Establish and maintain quality of service for clients and support all staff,
4. Ability to work independently, results oriented with a focus on timely service and delivery,
5. Excellent computer skills with proficiency in Excel and MS Word, may be required to work after hours or emergency calls,
6. Must have a valid driver's license and reliable transportation.

A Criminal Record Check (Vulnerable Sector) is required with application; Prohibited drug test is required, if you are the successful candidate.

Application Deadline: May 28th, 2021 @ 4:30 p.m.

Please send your resume and cover letter, with three (3) references to:

tanya.bear@ochapowace.ca

Human Resources Manager, Ochapowace