



Position:	Health and Social Services Director	Accountability:	Director of Operations
Hours of Work:	32 hours/week	Employment	Full-time, 2-Year contract with possible extension
		Status:	
Circulation Level:	Level IV	Preferences:	

The Health and Social Services Director:

- ❖ Manages the coordination and efficient delivery of the programs and services of the Health and Social Services Unit.
- ❖ Promotes the mission and vision of the Health and Social Services Unit and continuously evaluates the effectiveness of its programs and services.
- ❖ Manages the resources (financial and human), programs, and services of the Unit.
- ❖ Develops and executes a recruitment and retention strategy for health & social service support staff.
- ❖ Coordinates the development and implementation of the Community Health Plan, as well as development of staff work plans to achieve its objectives.
- ❖ Develops, negotiates and monitors approved health & social service agreements.
- ❖ Ensures maintenance of the Emergency Plan with specific attention to the Pandemic Plan.
- ❖ Coordinates an annual desktop exercise of the Emergency Plan with staff and community.
- ❖ Maintains and implements the confidentiality policy within the Unit.
- ❖ Monitors changes to health legislation and determines if changes are required to programs and services.
- ❖ Engages the community in the development and assessment of programs and services.
- ❖ Supervises, coaches, and directs Health & Social Services unit staff.
- ❖ Develops annual unit budgets with input from unit staff.
- ❖ Negotiates with government agencies for funding in collaboration with the Director of Operations.
- ❖ Participates in local or regional committees/groups in support of MFN health & social services.
- ❖ Prepares reports, briefing notes, and correspondence as required.

The Health and Social Services Director will possess the following qualifications, skills, experiences, and attributes:

- ❖ Post-secondary degree in Public Health, Health Administration, or Human Services.
- ❖ Five years' experience in a health or social services organization, managing programs, finances, and human resources.
- ❖ Experience working with aboriginal people, organizations, and communities.
- ❖ Able to provide a vulnerable sector check from the Canadian Police Information Center.
- ❖ Must have a valid class G Ontario Driver's License, access to a vehicle, and be able to travel.
- ❖ Knowledge of government departments/agencies dealing with First Nations Health & Social Services.
- ❖ Knowledge and understanding of Aboriginal culture and traditions.
- ❖ Ability to manage multiple priorities, delegate work when needed and ensure deadlines are met.
- ❖ Be honest, trustworthy, respectful, and demonstrate sound work ethic.

TO APPLY: Customize your cover letter and resume to the duties, experience, expectations and qualification listed on the job ad. Using concrete examples, you must show how you demonstrated the requirements for this job. We rely on the information you provide to us in your application during screening. **Successful candidates who receive interviews must provide copies of their education qualifications and certifications at the time of interview.** Please note that all interviews will be **in person**. If you would like a copy of the full job description and/or are interested in applying you may submit your covering letter, resume and three (3) work related references to:

Mississauga First Nation
P.O. Box 1299, Blind River, Ontario P0R 1B0
Attention: James Cada, Director of Operations
Marked: **CONFIDENTIAL**
EMAIL: directorofoperations@mississaugi.com **FAX:** 705-356-1740
Deadline: Friday September 27, 2019 at 2:00 pm

Thank you to all applicants; however, only those selected for an interview will be contacted.