



KATZIE

FIRST NATION

...Land of the Moss

Katzie First Nations is looking for a strong leader in our search for a Health Director. This role is responsible for the strategic planning, development, and leadership of the Department of Health.

The Health Director participates as a member of Katzie First Nation's senior management team, reporting to the Chief Administration Officer. Accountable to the Chief and Council and Katzie First Nation members, the Health Director delivers innovative, reliable, high-quality health and wellness services through community engagement and resource management.

The Department of Health is a multi-faceted service area, providing residential, in-community, and in-home support and one-on-one or group coaching. This department services the Katzie First Nation community and neighbouring communities in primary healthcare, home and community care, maternal/child health, health promotion, child and family services, mental health and wellness, family development, addictions, counselling and traditional medicines.

DUTIES AND RESPONSIBILITIES

The duties listed are provided as examples of the area of responsibility and are not intended to create responsibility limits but to help understand the scope of the position.

A: Leadership:

- Strategically plan, organize, implement, maintain and evaluate Health department services so that they are culturally relevant, safe and effective.
- Provide hands-on involvement at all levels of service delivery; deliberately connect with the population served and staff to be aware of service barriers, challenges, and successes.
- Promote Katzie First Nation/First Nations concepts and traditions regarding wellness and healthy ways of being.
- Advocate for the health and wellness needs of the community.
- Coordinate intervention, directly or indirectly, in emergencies, trauma and crises.
- Demonstrate fluency, or willingness to learn, local Indigenous languages.
- Promote a healthy lifestyle grounded in cultural traditions to health staff and community members.
- Act as a mentor and positive role model for staff and support the development of annual work plans. Communicate directly with a membership of the community and build laterally kind relationships with all.

B: Compliance:

- Ensure programs and services comply with relevant regional and national legislation and organizational policy, processes and procedures.
- Ensure reporting standards meet the requirements of funding bodies.
- Ensure reporting to CAO and Chief, and Council is adequate and concise.

C: Operations:

- Work and negotiate with local and regional partners to identify health services gaps and develop, implement and evaluate new services designed to meet gaps.
- Lead and provide day-to-day supervision (under the Katzie First Nation organizational chart) of health staff and contractors, including all aspects of human resources management. Including describing work,



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recruitment, learning and development planning, coaching, mentoring, sharing of knowledge, capacity building, work plans, and performance management.

- Foster a cooperative and collaborative working environment through team activities, personal leadership and incentives, including the management/resolution of conflicts and promoting lateral kindness.
- Act as the staff and community's "go-to person" for complex and unresolved health and wellness issues.
- Ensure Health emergency management, preparedness planning and pandemic planning is in place and well communicated for the community served.
- Serve as a liaison, connector and convener between the community and its health system partners.

D: Administration:

- Develop, implement, and evaluate culturally relevant and safe policies, processes, and procedures, including amendments as needed.
- Ensure financial management of programs and services, including compliance with all financial accountabilities and funding requirements.
- Manage the budget and financial reports of Health programs and services, including efficient utilization of the funding.
- Ensure accurate and timely financial and budgetary reporting and audits.
- Access and apply research and innovation to community health and wellness policies/programs.
- Proactively build and nurture collaborative and respectful working relationships with First Nations in BC, health and wellness partners, and government agencies.
 - Utilize these relationships to assist KFN in achieving its health and wellness goals and objectives.
- Ensure the Chief Administrative Officer and Chief and Council have a base knowledge of community health and wellness issues; demonstrate and illuminate the value of health and wellness programs and services.
- Respect cultural protocols and acknowledge and embrace the diversity of knowledge systems.
- Identify and act on current and emerging community health and wellness priorities.
- Create, implement, evaluate and monitor Nation-based community health and wellness plans, incorporating input from community and other health system stakeholders.
- Communicate effectively with community members and diverse partners about health opportunities and challenges in an informed and knowledgeable manner.
- Write official correspondence on behalf of the KFN as required.
- Acts as a signing officer and oversight for approval of all Health expenditures.
- Proactively seek diverse funding sources to sustain health and wellness programs, including grants and funding opportunities.

QUALIFICATIONS & SKILLS

- Master's degree in Human Services, Health Sciences or a related field
- Minimum five (5) years of recent and relevant leadership experience working in a First Nations health setting, including developing, implementing, delivering, monitoring and evaluating health and wellness programs and services.

OR

- An acceptable combination of education, training and experience.
- Willingness to complete the First Nations Health Directors Association Certification Program.



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- A true understanding of Indigenous ways of knowing and being, the political, cultural, and spiritual protocols of the First Nations communities served. Possessing the ability to work respectfully and effectively within a First Nations service organization.
- In-depth knowledge of health/wellness challenges, relevant historical factors and trauma, e.g., residential schools, intergenerational trauma, colonization, etc., and opportunities specific to the communities served.
- Eagerness to develop solid and cooperative relationships with internal and external partners, customers, clients and colleagues to foster understanding, collaboration and partnership. Current knowledge of the First Nations health system in BC and the tripartite relationships between Canada, BC and the FNHA.
- Demonstrated understanding of the Privacy Act and legislation applicable to the First Nations Health Departments, British Columbia's Employment Standards Act, and other legislation.
- Robust experience developing and maintaining departmental budgets by analyzing data, recognizing trends and patterns, and synthesizing financial data into meaningful terms.
- Strong strategic thinker with the ability to contribute to the organization's strategic performance, linking long-range vision and mission to daily work
- Solid leader with interest in developing individual and group goals, aligning goals with organizational objectives, and building commitment from staff to this direction.
- Knowledge of the services, structures, legislation, regulations and processes regarding First Nations health and wellness in BC, including on- and off-reserve jurisdiction issues and decisions.

WORKING CONDITIONS

- Travel to other related locations will be required.
- Respond to after-hours and emergency calls.
- Required to work some non-standard hours to attend meetings or events; extended hours are required.
- Operates under minimal supervision with limited direction and feedback.

CONDITIONS OF EMPLOYMENT

- Satisfactory criminal records check, including vulnerable populations
- Valid class five BC Driver's License.
- Own a vehicle in good operating condition and with appropriate vehicle insurance.

Application Deadline: Until filled

Expected Start Date: Immediate

Job Type: Full-time, Permanent

Salary: \$100k – 114k Annually

How to apply:

Please apply by emailing your cover letter and resume to Katzie First Nation Human Resources at careers@katzie.ca and reference **Job Number: 202202** in the subject line.