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**JAMES SMITH CREE NATION**  
**HOME**  
**OF**  
**INDIAN GOVERNMENT**

Box 1059  
Melfort, Saskatchewan  
S0E 1A0

## **JOB TITLE: HEALTH DIRECTOR**

James Smith Cree Nation is seeking a mission-driven and experienced leader skilled in successfully executing strategic plans and empowering health staff members. The Health Director will participate as a member of the senior management team and reports directly to the Chiefs and Councils of the James Smith, Peter Chapman, and Chakastaypaysin bands. The Health Director will be based out of the James Smith Health Clinic and will have overall management responsibility for leading a successful organization and working to create the most impact possible on the health and wellness for members of the community.

### **Position Overview:**

This key leadership position is responsible for overseeing the community health strategic plan, programs and services along with the administration of the organization. The position requires a dynamic, community-driven leader who is passionate about managing hands-on operations, fostering growth, and developing and guiding the First Nations communities health programs and services.

### **DUTIES AND RESPONSIBILITIES**

- Provide overall Executive Leadership & Organizational Management
- Support Band Governance
- External & Internal Relations & Communications within and outside the organization and community
- Strategically plan, organize, implement, maintain, and evaluate Health department services so that they are culturally relevant, safe, and effective.
- Advocate for the health and wellness needs of the community.
- Coordinate intervention, directly or indirectly, in emergencies, trauma and crises.
- 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.
- Promote The Three Nations/First Nations concepts and traditions regarding

wellness and healthy ways of being.

### **Compliance**

- Verify that services and programs abide by applicable local, provincial, and federal laws as well as corporate policies, procedures, and processes.
- Verify that reporting standards adhere to funding bodies' specifications.
- Make sure the reporting is clear and sufficient, complete, and accurate.
- Report to Leadership of the three (3) nations of Chakastaypasin, Peter Chapman and James Smith.

### **Operations**

- Develop, implement, and assess new services intended to fill in health services gaps by collaborating and negotiating with local and regional partners.
- Oversee and direct health personnel, and contractors on a daily basis.
- Encourage a collaborative and cooperative work atmosphere through team building exercises, individual leadership that encompasses conflict management and resolution, and the promotion of lateral kindness.
- Serve as the "go-to person" for staff and the community with difficult and unsolved health and wellness issues.
- Ensure that preparation plans, pandemic plans, and health emergency management are in place and effectively communicated to the community they serve.
- Determine the community's health and wellness objectives and take appropriate action.

### **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.
- 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 SK, health and wellness partners, and government agencies.
- Utilize these relationships to assist JSCN, in achieving its health and wellness goals and objectives.
- Create, implement, evaluate, and monitor Nation-based community health and wellness plans, incorporating input from the community and other health system stakeholders.
- Proactively seek diverse funding sources to sustain health and wellness programs, including grants and funding opportunities.

## **EDUCATION & QUALIFICATIONS**

The ideal candidate for this role embraces leadership as well as a thoughtful approach to day-to-day operational management, strategic planning, and organizational leadership. Qualified candidates should Demonstrate:

- Minimum five (5) years of recent of experience in a senior strategic leadership role within a First Nation, government and/or health organization.
- Willingness to complete the First Nations Health Directors Association Certification Program
- Proven experience and ability in working collaboratively with First Nation Leadership, Staff and communities.
- Ability to maintain a positive and collaborative work environment by fostering an environment of accountability, healthy work relationships and inclusivity.
- Familiarity with diverse organizational functions such as Community Development, Capacity Building, Public Relations, Human Resources, Finances, Strategic Planning, Ect.
- Proven abilities and experience in fiscal management and securing approval for complex budgets.
- Ability to review current organizational programs/structures and make recommendations for enhanced, efficient programs and services.
- Expertise in conflict resolution, building teams and developing partnerships.
- Desire to explore innovative approaches and new ideas in addressing challenges and providing effective programs and services.

- Experience and successful motivating, recruiting, developing, retaining and mentoring high performance, community driven and results-oriented teams.
- Ability to speak Cree and lived knowledge of the Cree Culture and Traditions would be an asset.

### **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.

### **CONDITIONS OF EMPLOYMENT**

- Successful criminal records check, including vulnerable populations.
- Valid class 5 SK Driver's License.
- Own a vehicle in good operating condition and with appropriate vehicle insurance.

### **BENEFITS**

- Company pension
- Dental care
- Extended health care

**Submit Resume including Cover Letter to Shawn Burns Human Resources James Smith Cree Nation**

**Email: shawnrburnsjscnhr@outlook.com**

**Ph:306-864-3636**

**Fax: 306-864-3336**

**Deadline January 31, 2025**