

Peter Ballantyne Cree Nation

Health Services Inc.



Career Opportunity

JOB TITLE:	Special Projects & Operations Manager
STATUS:	Full Time, Permanent
LOCATION:	Prince Albert, Saskatchewan
POSTED:	June 12, 2026
DEADLINE:	June 26, 2026

Position Overview

The Special Projects and Operations Manager is a senior management position and an integral part of the PBCNHS senior management team. Reporting directly to the Executive Director, the Special Projects and Operations Manager will work in a collaborative role to provide leadership, management and support to the PBCN Health Services organization. They will assume responsibility for program development; policy, procedures, protocols and proposal writing; monitoring of assigned programs and budgets; research; coordinating special projects; and providing support to the Executive Director in all aspects of management. The Special Projects and Operations Manager is responsible for the oversight of certain programs as assigned by the Executive Director including but not limited to: the Emergency Response Management; Information Technology, the Dental/Dental Therapy Programs; Jordan's Principle and Capital & Maintenance Management. The position is based out of Prince Albert and requires extensive travel to the PBCN communities.

Essential Job Functions:

- Plan, develop and implement the program as approved by the Health Board;
- Provide oversight and program supervision to the Dental Therapists, the Information Technology and Telehealth Coordinators, the Emergency Response Coordinator and Capital & Maintenance Manager and the Jordan's Principle Coordinators;
- Negotiate and manage contracts;
- Negotiate agreements and develop and monitor budget;
- Monitor performance and ensure program work plans are in place and implemented;
- Complete and submit all required reports;
- Coordinating and taking a lead role in the review and updating of the overall Community Health Plan;
- Planning and coordinating the health transfer evaluation process as mandated by the health transfer agreement including negotiations of resources to complete the evaluation;
- The projects will be varied and may change from month to month as determined by the Executive Director;
- Provide inspired leadership for the organization;
- Analyze and make recommendations for improved organizational processes that work to improve quality,
- Provide support and assistance to the Executive Director regarding program management, development and evaluation as requested.
- Assume responsibilities of the Executive Director in their absence;
- Available to provide on-call support at all times.

Formal Education and Experience:

- Bachelor's Degree in a designation related to Health Administration, Governance, Management, Social Work, Nursing or other related education. A combination of relevant education, training, and experience may be considered;
- Minimum 2-3 years' of work experience in a senior management position including supervision of other management staff.
- Extensive experience working in a variety of health, social, community development, and/or public relations related areas including the experience in the design and delivery of health programs
- Minimum 2 years' experience as a leader who has developed and led innovative planning and programs in a First Nations environment with demonstrated capacity to oversee and sustain complicated projects.

Other Requirements:

- A valid Saskatchewan driver's license;
- Ability to work extended hours and travel to communities for extended lengths of time;
- Current satisfactory Criminal Record Clearance and Vulnerable Sector Check;
- Participation in PBCN Health Alcohol & Drug Testing Policy.

Salary & Benefits

Salary: As per Salary Grid

Benefits: PBCNHS offers a comprehensive salary and benefits package including an Extended Health Care Plan and Pension.

How to Apply* Only qualified individuals being considered will be contacted for an interview.

Please send resumes and cover letters with 3 professional references to:

The Human Resources Manager at humanresources@pbcnhs.ca

P.O. Box 339, Prince Albert, Saskatchewan S6V 5R7

Telephone: (306) 953-4425 Fax: (306) 953-0899

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