



# Manager, Healthy Living

---

Department: Health Services  
Posting Date: Friday, December 15, 2023  
Location: Nipissing First Nation, ON  
Schedule: Standard Work Week  
Job type: Fulltime/Permanent  
Vacancies: 1  
Reports To: Director, Health Services  
Starting Salary: \$72,982.00

### **What you'll do in the role**

- Develops and reviews annual work plans for area of responsibility with goals and objectives aligned with the NFN Strategic Plan and re-prioritizes as needs emerge or change
- Ensures the collection of information and its accuracy for administrative, activity and/or financial reports for submission as required with attention to deadlines
- Maintains on-going communication with staff, management, leadership, and community as it relates to area of responsibility
- Manages implementation and/or coordination of core programs
- Assists with identification of appropriate virtual care and digital health tools for client services
- Identifies client triage and waitlist management processes
- Evaluates programs and demonstrate responsiveness to feedback
- Develops and maintains positive relationships with community members, service organizations and government partnerships (First Nation, provincial and federal)
- Supports initiatives that increase access and develop competency in working with First Nations
- Builds and formalizes working partnerships and collaborations with internal departments, external agencies, service providers and research teams to support client services that fulfill the mandates of NFN and HL
- Demonstrates knowledge of local, provincial, and federal services and systems to facilitate advocacy on half of individuals or a service delivery process
- Participates on committees, councils, advisory bodies as authorized and on behalf of NFN to support service delivery, organizational goals, and initiatives that support optimal levels of well-being
- Other duties as requested by the Director, Health Services

### **Just a few reasons to join Nipissing First Nation**

- Opportunity to work with a dynamic team with career growth across multiple departments
- Nipissing First Nation prides itself in providing its employees with job security, competitive wages and a safe working environment.
- On-the-job training to support your success in the role
- A defined contribution pension plan



## Employment Opportunity

- Comprehensive Health Plan including Medical, Dental, Vision, Life and Disability insurance
- Casual dress
- Better than average vacation and leave packages

### **What you bring to the table**

- Respect for Indigenous culture and willingness to learn Ojibwe
- Must have a degree in a health or business administration related discipline with 3 years' experience with management responsibility; or
- Must have minimum 5 years of experience with proven leadership or management responsibility.
- First Nation health management or Leadership certificate an asset
- Must have a valid Ontario Class "G" License and access to a reliable personal insured vehicle
- Must have a recent (within 3 months) Criminal/Police Records Check and Vulnerable Persons Check
- Must have or be willing to obtain the following training: Naloxone Training, Privacy Training, Occupational Health and Safety Training, WHMIS (Workplace Hazardous Materials Information System)
- Must have or be willing to obtain First Aid and CPR with AED
- Knowledge of client assessment tools and client data systems to support service delivery
- Skills in program and policy development, implementation and evaluation integrating western and Indigenous approaches
- Ability to implement best practice standards and address ethical issues in accordance with appropriate college requirements and legislation
- Ability to protect the personal health information of clients and maintain a high degree of confidentiality, privacy, and security
- Ability to network effectively and productively with related organizations and agencies both within and outside the community
- Ability to effectively manage financial and activity data to ensure accountability through reporting processes
- Ability to identify and implement quality assurance measures for effective care delivery
- Ability to act professionally and work with minimal supervision
- Proficient computer experience in Microsoft 365
- Excellent written and verbal communication skills
- Excellent interpersonal skills, problem-solving abilities, and conflict resolution skills
- Excellent time management, organizational and administrative skills

### **Application Deadlines:**

Nipissing First Nation adheres to the following process for our recruitment practices.

#### **Closing January 5, 2024 - 1st Round**

- Opportunities are open to all registered Nipissing First Nation members. Please advise your status in your application
- Applicants who are considered Round 2 or Round 3 will not be considered, regardless of when the application is received
- If no suitable candidate is found, the process will proceed to Stage Two

#### **Closing January 12, 2024 - 2nd Round**



## Employment Opportunity

- Opportunities are open to spouses and children of registered Nipissing First Nation members and registered members of other First Nations. Please advise your status in your application
- Applicants who are considered Round 3 will not be considered, regardless of when the application is received
- If no suitable candidate is found, the process will proceed to Stage Three

### Closing January 19, 2024 - 3rd Round

- Opportunities are open to all applicants (status and non-status)
- The posting will be open until filled

If you are excited by this opportunity and want to be a part of Nipissing First Nation, please apply online by emailing your cover letter and resume to [resumes@nfn.ca](mailto:resumes@nfn.ca) no later than 4:30pm on the application deadline noted above.

### **Are you a member of NFN? If so, please read below:**

- ✓ *Nipissing First Nation supports the training and growth of their members and strongly encourages their members to apply to positions.*
- ✓ *Work experience and training opportunities are taken into consideration when screening applications.*
- ✓ *Nipissing First Nation members are encouraged to apply to all rounds of employment postings.*
- ✓ *As per Section 24(1)(a) of the Ontario Human Rights Code, Nipissing First Nation gives preference to First Nation applicants for any employment opportunities.*

**Miigwech to all applicants for their interest; however only those selected for an interview will be contacted.**