



## EMPLOYMENT OPPORTUNITY

### Elder's Lodge Supervisor

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Department: Health Services

Posting Date: December 20<sup>th</sup>, 2024

Location: Nipissing First Nation, ON

Schedule: Days, Evenings, Weekends and Night Shifts

Job type: Permanent – Full Time / 35 hours per week

Vacancies: 1

New or Existing Position: New

Reports To: Manager, Home and Community Care

Starting Salary: \$ \$55,182.40

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

- Works in a manner that demonstrates accountability for work performance
- Promotes a safe and healthy environment for residents, staff, and visitors by ensuring adherence to professional boundaries during clinical interactions and participating in efforts to secure physical space for service administration and delivery
- Provides leadership to staff through supervision, coaching, and mentoring that provides oversight, directs tasks, or assists staff with strategizing responses to address resident and community needs
- Ensures the NFN goals, philosophy, and procedures are understood and adhered to by staff
- Participates constructively in meetings and training sessions
- Makes reasonable effort to maintain in good order the property of NFN Health Services
- Notifies Director of Health Services and Manager of Home and Community Care (HCC) or designate of serious occurrences involving person or property and follows protocols
- Complete any other job-related duties as may be assigned by the Manager of HCC or Director of HS.
- 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
- Evaluates programs and demonstrate responsiveness to feedback
- Reviews and maintains working knowledge of research and best/promising/wise practices on Indigenous wellness
- Participates in the development, implementation, and analysis of quality assurance measures for both areas of responsibility and collectively for the health services department

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- Identifies data requirements and ensures implementation of data collection processes and tools to support development of informed or evidence-based practice, and make recommendations accordingly including policy recommendations
- Develops and maintains risk mitigation strategy and action plan for area of responsibility
- Prepares evidence-based reports on quality assurance measures, as required
- Provides oversight and guidance in the development and maintenance of HCC policies and procedures
- In collaboration with the NFN Human Resources department participates in the selection and recruitment of staff (contract, part-time, full-time) within area of responsibility
- Conducts regular performance reviews (monthly 1 on 1s) with staff within area of responsibility
- Assesses the competencies of staff; identifies strengths and outlines areas for development using an individual performance plan that includes individual performance goals
- Authorizes training and development opportunities that support staff to achieve identified performance goals

#### **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
- Comprehensive Health Plan including Medical, 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 Degree in a health or business administration related discipline with 3 years' experience with management responsibility; or
- Minimum 5 years of experience with proven leadership or management responsibility.
- First Nation health management or Leadership certificate an asset

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- A valid Ontario Class "G" License and access to a reliable personal insured vehicle
- A recent (within 3 months) Criminal/Police Records Check and Vulnerable Persons Check
- Willingness to obtain the following training:
  - Naloxone Training
  - Privacy Training
  - Occupational Health and Safety Training
  - WHMIS (Workplace Hazardous Materials Information System)
  - First Aid and CPR with AED
- Knowledge of Indigenous worldview
- Knowledge of Anishnaabemowin language an asset
- 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 3<sup>rd</sup>, 2025 - 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



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#### Closing January 10<sup>th</sup>, 2025 - 2nd Round

- 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 17<sup>th</sup>, 2025- 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.**