



# Indigenous.Link

Canada's fastest growing Indigenous career portal, Careers.Indigenous.Link is pleased to introduce a new approach to job searching for Indigenous Job Seekers of Canada. Careers.Indigenous.Link brings simplicity, value, and functionality to the world of Canadian online job boards.

Through our partnership with Indigenous.Links Diversity Recruitment Program, we post jobs for Canada's largest corporations and government departments. With our vertical job search engine technology, Indigenous Job Seekers can search thousands of Indigenous-specific jobs in just about every industry, city, province and postal code.

Careers.Indigenous.Link offers the hottest job listings from some of the nation's top employers, and we will continue to add services and enhance functionality ensuring a more effective job search. For example, during a search, job seekers have the ability to roll over any job listing and read a brief description of the position to determine if the job is exactly what they're searching for. This practical feature allows job seekers to only research jobs relevant to their search. By including elements like this, Careers.Indigenous.Link can help reduce the time it takes to find and apply for the best, available jobs.

The team behind Indigenous.Link is dedicated to connecting Indigenous Peoples of Canada with great jobs along with the most time and cost-effective, career-advancing resources. It is our mission to develop and maintain a website where people can go to work!

Contact us to find out more about how to become a Site Sponsor.

Corporate Headquarters:

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# Job Board Posting



Careers.Indigenous.Link

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## Health And Social Services Manager

<b>Job ID</b>	<b>A6-3F-82-A6-57-CE</b>	
<b>Web Address</b>	<a href="https://careers.indigenous.link/viewjob?jobname=A6-3F-82-A6-57-CE">https://careers.indigenous.link/viewjob?jobname=A6-3F-82-A6-57-CE</a>	
<b>Company</b>	Mississaugas Of Scugog Island First Nation	
<b>Location</b>	Port Perry , Ontario	
<b>Date Posted</b>	From: 2021-08-03	To: 2022-01-30
<b>Job</b>	Type: Full-time	Category: Health Care
<b>Job Start Date</b>	As soon as possible	
<b>Job Salary</b>	\$51.50/hr. - \$59.11/hr.	
<b>Languages</b>	English	

### Description

Under the Direction of the First Nation Manager, the Health & Social Services Manager (HSSM) will be responsible for coaching the Health & Resource Centre team to plan, organize, implement and control health, social, cultural, and educational programming and services. The HSSM will also be responsible for developing health, cultural and social service-related policies and procedures for approval, implementation, and enforcement. The HSSM will provide front line supervision, direction, guidance and support to the Community Wellness Worker, Home Support Coordinator, Healthy Lifestyles Coordinator, Community Health Nurse, Child and Youth Support Worker, First Nation Child Welfare Representative (FNCWR); Cultural Coordinator, HRC Administrative Assistant; Education Advisor, and other staff and providers who administer MSIFN health, cultural and social programs and services to the community.

#### DUTIES:

##### DAILY

- â€¢ Supervise day to day activities of staff and ensure adherence to HR policies and procedures
- â€¢ Work with HRC team to ensure program activities meet the community needs and align with funder expectations and approved expenditures
- â€¢ Support and coach staff with progression towards departmental objectives
- â€¢ Develop staff in the areas of change management, accountability, and professional development.
- â€¢ Foster, encourage and promote staff teamwork and effective communication
- â€¢ Support FNCWR with child welfare cases
- â€¢ Ensure Health & Safety compliance of staff, contractors and service providers who report to the HSSM
- â€¢ Support staff with reviewing and approving budget account charges on purchase orders and invoices
- â€¢ Review and monitor attendance of all staff and approve leave requests
- â€¢ Oversee operations of HRC (staffing/usage/troubleshoot problem areas)
- â€¢ Assign tasks to program staff
- â€¢ Research health related information topics that would assist in meeting the community health needs
- â€¢ Research, develop and implement policies to support implementation of best practices across program areas.

##### WEEKLY

- â€¢ Delegate administrative tasks
- â€¢ Review and approve timesheets
- â€¢ Support community member requests for health services/programs
- â€¢ Counsel and advise staff on programming ideas/design/implementation
- â€¢ Advise Council on all child welfare matters
- â€¢ Oversee policies and procedures for designated programs and make recommendations/decisions
- â€¢ Effect Staff Communications (e-mail, interpretations, community newsletter inserts, surveys, meeting summaries, etc.)

##### MONTHLY

- â€¢ Coordinate professional development initiatives for staff as required

- â€¢ Act as a liaison and public relations officer in matters related to areas of responsibility
- â€¢ Attend Committees/Meetings (Managers Meetings, Monthly Report Meetings with Council, HRC Staff Meetings)
- â€¢ Negotiate funding agreements and plan, administer and control budgets for designated programs
- â€¢ Act as the Ontario Works Administrator in preparing and submitting reporting requirements
- â€¢ Develop and maintain working relationships with other governments, aboriginal organizations, community and other stakeholders
- â€¢ Support HRC staff in the development of workplan to be 1) created in conjunction with the employee, or portfolio councillor; 2) submitted with the annual budget each year; 3) monitored monthly and coaching of the employee to accomplish the work plan. 4) reviewed with the PIM process with the employee to measure success.

#### QUARTERLY

- â€¢ Attend quarterly meetings of Ontario Health East Region , DHT and Southeast Area Health Board (SEAHB)
- â€¢ Support staff with preparation of funding reports (financial/narrative)
- â€¢ Prepare policies (prepare drafts/co-ordinate feedback/final copy)
- â€¢ Participate in Strategic Planning

#### ANNUALLY

- â€¢ Conduct probationary and annual Employee Performance Review Meetings
- â€¢ Coordinate Service Providers and Contractor agreements and requirements
- â€¢ Budget Preparation & Variance Analysis of all HRC program budgets
- â€¢ Support program planning with HRC staff to identify priority areas of upcoming fiscal year
- â€¢ Prepare proposals for identified needs
- â€¢ Conduct Compensation Reviews with Management Committee
- â€¢ Coordinate budget submissions & year end reports to funding agencies (UOI/FNIHB/MCYS/OTTER) and oversee year end activities related to budgets
- â€¢ Make arrangements with health care service providers, traditional healers and elders re: agreements, requirements (WSIB clearance and liability insurance) per the Contractors and Service Providers Policy
- â€¢ Negotiate funding agreements with various funding agencies
- â€¢ Research and access employee training funding opportunities

#### AS REQUIRED

- â€¢ Liaise with members/general public on specific issues; assist with troubleshooting problems; refer to appropriate department and/or organization
- â€¢ Liaise, assist and support members regarding specific federal/provincial government initiatives
- â€¢ Participate in interviewing, hiring, orienting and training designated staff
- â€¢ Support new employees in orientation to policies and procedures and policy interpretation
- â€¢ Assist staff in establishing attendance and performance standards, work plans, training plans, action plans, accommodations, agreements and professional development requirements to reduce absenteeism and improve performance
- â€¢ Work collaboratively with employees in resolving progressive discipline issues
- â€¢ Receive questions, requests or complaints from employees and advise on conflict resolution, mediation, investigation, and/or grievance procedures and options
- â€¢ Meet with community members to evaluate services
- â€¢ Submit agenda items for Planning and Staff Meetings
- â€¢ Resolve Health and Resource Centre client complaints and issues, if unresolved refer to Internal Complaints Policy & Procedures
- â€¢ Present program updates at monthly staff meetings
- â€¢ Backup the duties of the First Nation Child Welfare Representative (FNCWR)
- â€¢ Oversee the administration of the Donations Committee Health fund through the Home Support Coordinator
- â€¢ Develop and assist in the design of acquiring health services to meet community needs
- â€¢ Oversee one-time programs
- â€¢ Manage Family Violence Program through the Healthy Lifestyles Coordinator position
- â€¢ Collaborate with HR in separation contracts and agreements (terminations, layoffs, retirements, etc.)
- â€¢ Special projects, assigned tasks and additional regular duties as required by the First Nation Manager and Council
- â€¢ Coordinate the implementation of a database to support HRC programs and service

#### Experience

- Minimum 5 years related management experience in the health field, minimum 10 years total work experience
- Valid driver's license and \$1M liability insurance
- CPIC acceptable to position upon conditional offer
- Knowledge and understanding of Native culture, traditions, teachings, community dynamics
- Knowledge of legislation governing First Nations (Ontario Health Act, Privacy Act, Child Welfare Act, Ontario Works Act, Education Act, Anishnabek Education System)
- Demonstrated knowledge of financial budgeting processes
- Demonstrated computer literacy and skills: Microsoft Word, Excel, PowerPoint, Outlook
- Excellent communication skills, problem solving and mediation skills
- Knowledge of the operating structure of Indigenous Services Canada/Health Canada/Ministry of Community and Social Services/Ministry of Children & Youth Services
- Knowledge of federal and provincial programs available to First Nations
- Knowledge of federal/provincial funding and contribution agreements/arrangements, regulations/guidelines
- General knowledge of Human Resources procedures
- Ability to multi-task and work with a high level of confidentiality, tact and discretion

Considered an asset:

- Additional Indigenous training and education will be considered an asset

### **Education Requirements**

- Bachelor's degree in and health or social services field required
- Master's degree in Health Administration, Health Services, Social Services, Community Development, Public Administration, or related field preferred

### **How to Apply**

Click Apply Now!