



## Job Posting

Chippewas of the Thames First Nation is accepting applications for the position of:

### HEALTH SERVICES MANAGER

**Term: 3 month contract**

**Start Date: Immediate**

**Salary: Dependent on Qualifications and Experience**

**Reports to: Health Director**

**Posting Date: March 19, 2024**

**Closing Date: April 26, 2024, at 4:00 p.m. – late submissions will not be accepted.**

#### **SUMMARY:**

The Health Services Manager is responsible for implementing the determinants of Health as outlined by the Federal Government, in alignment with the Comprehensive Community Plan and the strategic vision set forth by the Leadership of Chippewa of the Thames and Health Committee. Embracing First Nation Cultural components such as the Holistic Healing model (encompassing emotional, spiritual, physical, and mental wellness), and integrating Ojibway language and culture into all programming and service delivery, the Health Services Manager focuses on prevention through early intervention, surveillance, and coordinated responses to mental health needs. This role also involves providing appropriate services and referrals for individuals, groups, and families.

#### **SCOPE:**

The Health Services Manager oversees day-to-day administrative duties within a complex multidisciplinary team setting, dedicated to the health and wellness of the Chippewa of the Thames First Nation Community. Adherence to the Health Centre's Accreditation Operational Policies and Procedures Manual, Chippewas of the Thames First Nation Personnel Policy and Procedures Manual, COTTFN Financial Regulations, and COTTFN Finance Administrative Law is required. The Health Manager supports, assists, and promotes the vision, mission, and philosophy of the Chippewa of the Thames Health Center, as well as the overall vision of the Chippewa of the Thames First Nation, are key responsibilities. The Health Services Manager actively participates in initiatives identified in the comprehensive community plan and community story and can adapt to the ongoing needs of Chippewa of the Thames First Nation. Moreover, this position involves collaboration within a multidisciplinary team and a broader network of supports, including treatment centers, mental health crisis intervention services, and other community-based services, as well as maintaining links with federal and provincial governments.

#### **RESPONSIBILITIES:**

- Implement determinants of Health as indicated by the Federal Government and outlined in the Comprehensive Community Plan.
- Incorporate First Nation Cultural components such as the Holistic Healing model and Ojibway language and culture into all programming, service delivery, and work with individuals.
- Focus on prevention through early intervention, surveillance, and effective and coordinated responses to mental health needs.
- Provide appropriate services and referrals for individuals, groups, and families.
- Oversee day-to-day administrative duties within a multidisciplinary team setting.





- Adhere to relevant operational policies and procedures manuals and financial regulations.
- Support, assist, and promote the vision, mission, and philosophy of the Chippewa of the Thames Health Center and the Chippewa of the Thames First Nation.
- Participate in initiatives identified in the comprehensive community plan and adapt to ongoing community needs.
- Collaborate with a multidisciplinary team and broader network of supports, including treatment centers, crisis intervention services, and government agencies.

#### **QUALIFICATIONS:**

- Diploma in Health Services Management and Administration from an accredited College or University
- Minimum 5 years' experience in Health Services Management and Administration
- 3 years' supervisory experience managing individuals and teams.
- Must possess excellent soft skills such as leadership, adaptability, work ethic, motivation, negotiation, interpersonal communication, listening, time management, empathy, teamwork, conflict resolution, and creative thinking.
- Basic understanding of the Federal and Provincial Legislation impacting First Nation Government
- Knowledge of social determinants of health and indigenous social issues
- Knowledge of health care laws and legislation
- Critical Stress Management Training Level 1 & 2 or willingness to take
- Applied Suicide Intervention Training
- Mental Health First Aid Training
- CPR/First Aid
- Must have complete up-to-date immunization records, including 3 full doses of COVID-19 vaccine.
- Valid Ontario Driver's License, Driver's Abstract, and own insured, reliable vehicle
- High level of written and verbal communication skills
- Demonstrated screening and assessment skills
- Proficient in computer use: Word, Excel, PowerPoint, Outlook, Access
- Ability to work effectively in high-stress situations and in crisis situations
- Ability to remain calm and reassuring while intervening appropriately
- Able to effectively facilitate presentations
- Effective team player and works well with minimal supervision

**Hiring of Indigenous people will be given preference, please self-identify.**

**\*The successful candidates will be required to submit a clear Vulnerable Sector Police Record Check (level 3) as a condition of employment.**

Please submit a cover letter, resume, copies of educational diploma and training certificates, driver's license, driver's abstract and three recent work-related references to:

**Human Resources Department, [human.resources@cottfn.com](mailto:human.resources@cottfn.com)  
Chippewas of the Thames First Nation  
320 Chippewa Road, Muncey, ON N0L 1Y0**





**ACCESSIBILITY STATEMENT:**

At Chippewas of the Thames First Nation, we prioritize inclusivity and strive to ensure that all qualified candidates have equal access to employment opportunities. If you require any accommodations at any stage of the application process, please don't hesitate to inform us. We are dedicated to accommodating the needs of individuals with disabilities to facilitate their participation in our recruitment process.

***NOTE:*** *We thank all candidates for applying; however only those selected for an interview will be contacted. All applications will be screened based on the completeness of the application package and qualifications as listed. Accommodations are available on request for candidates taking part in all aspects of the selection process.*