



GARDEN RIVER FIRST NATION

EMPLOYMENT OPPORTUNITY



POSITION: MANAGER, Wellness Centre
DURATION: FULL TIME
DEPARTMENT: Health
WAGE: \$62,460-\$70,233 *Based on Education and Experience*
REPORTS TO: Senior Management Team and/or Band Manager

Garden River First Nation Band Members are encouraged to apply

Summary of Function:

The Manager, Wellness Centre is responsible to manage the overall operational, budgetary responsibilities and administration of the Wellness Centre, while achieving the strategic vision outlined by Chief and Council. The Manager acts as a liaison on behalf of the Garden River Wellness Centre, with government officials, Chief and Council, members of Garden River First Nation, the Public and other organizations. They create a workplace culture that is consistent with the mission, vision, and values of Garden River First Nation and the Wellness Centre.

Duties/Responsibilities:

- Developing strategic goals by gathering business, financial service and operations information; identifying and evaluating trends and options; defining objectives and evaluating outcomes to enhance service, quality, efficiency and output;
- Strong understanding of political, legislative, environmental, macro-economic issues and how they might impact;
- A leadership style capable of developing and sustaining cohesive programs and services at the Centre with high standards of performance;
- An ability to recognize and understand the integration of the organizational system and the accountability for all components including physical, general operations and human resources;
- Review performance data that includes financial, , activity reports, spreadsheets, to monitor and measure productivity, effectiveness, and ongoing development
- Creating and amending appropriate bylaws, policies and procedures for consideration by the Band Manager and/or Senior Management Team and Chief and Council;
- Fulfilment of all responsibilities in accordance with standards, policies, procedures, bylaws, applicable legislation and regulations;
- Recognizing opportunities for expansion and development of new programs and services;
- Ensuring ongoing professional development by attending workshops, seminars, and other relevant training sessions;
- Performing other related duties as may be required and assigned.

Qualifications

- Bachelor's Degree in a recognized field of Health Administration;
- Combination of education and experience will be considered;
- Minimum five years' experience in a senior management level position in a health & social service setting;
- Negotiating and managing external service contracts;
- Experience working with a Board of Directors or Band Council is preferred;
- Knowledge of human resources and business management;
- Demonstrated knowledge of budgeting, funding agreements and financial processes;
- Knowledge and interest in health issues affecting Indigenous people;
- Demonstrated sensitivity to and knowledge of the First Nation cultural values and traditions;
- Client service oriented with the ability to deal effectively with difficult clients and conflicting situations;
- Strong organizational and planning skills with the ability to multi-task and prioritize work;
- Flexibility required to keep pace with an ever-changing environment;
- Ability to work under pressure to meet deadlines;
- Ability to work independently and collaboratively as a member of a team;
- Excellent organizational skills, time management skills, interpersonal and communications skills, both oral and written;
- Proficient computer skills (including SAGE300, MS Word, Word Perfect, Excel, internet, Outlook, DocShare);
- Ability to work a flexible schedule, evening, weekends, unplanned travel and over time work required;
- Must undergo a criminal record check prior to employment.

Interested applicants can email or drop off their cover letter, detailed resume, three work related references by:

September 18th, 2020

Please address the envelope and/or email "**MANAGER, WELLNESS CENTRE – 2020-50**" and submit to:

**Human Resources
Garden River First Nation,
7 Shingwauk Street,
Garden River, ON P6A 6Z8
Fax: 1-705-945-1415**

Email: employment@gardenriver.org

Paul Calic, Human Resources Manager

August 20th, 2020

Date

We would like to thank all applicants that applied but only those selected for an interview will be contacted. Thank you for your interest in Garden River First Nation.