



Cowessess First Nation #73

Employment Opportunity

Cowessess First Nation Health & Social Development is now accepting applications for the following position:

POSITION: Director of Health & Social Development
CLASSIFICATION: Permanent/Full Time

JOB SUMMARY: The Director of Health & Social Development (Health Director) is a management position for the Cowessess First Nation Health & Social Development Department. It is supervised on a daily basis by the Executive Director with overall accountability to the Chief & Council of Cowessess First Nation. The Health Director is responsible for the overall daily operations of the Cowessess Health & Social Development Department to deliver quality community-based services. The primary role of this position is to provide technical support by designing structures, systems or processes that promote and aid the formulation, coordination, integration and implementation of programs or specific projects. Recommends how and when to best translate policies into laws, regulations, strategies, programs and services. It ensures efficient and effective use of department financial resources, and to ensure the department provides quality services to the organization and its membership. Responsible for preparation and monitoring of budgets and proposals, yearly expenditure plans, strategic work plans for all staff, reports to all funding agencies as required. As well as any other duties as assigned.

QUALIFICATIONS:

- Must possess a Degree in Administration and equivalent related experience in the health field.
- At least two (2) years' experience in a senior health or management position would be a definite asset.
- Must have demonstrated ability in proposal writing, program development, and management.
- Must have excellent communication skills to deal effectively with Chief & Council, subsidiary Committee(s), the Executive Office, fellow co-workers, and most importantly the general public.
- Must possess the ability to take direction and work with minimum supervision.
- Must be able to operate a PC computer with word processing, spreadsheet, and database software.
- Experience in First Nations Community based health services would be an asset.

REQUIREMENTS:

- Must possess a valid driver's license, dependable vehicle and willing to travel;
- Must submit *criminal record check and drug screen* along with resume; and

Salary and benefits are negotiable. Only those selected for interview will be contacted.

FORWARD resumes along with three (3) WRITTEN REFERENCES to the following:

Human Resource Department
Cowessess First Nation #73
P.O Box 100
Cowessess, Sask. S0G 5L0
Ph: (306) 696-2520 Fax: (306) 696-2767
ava.accose@cowessessfn.com

DEADLINE for resumes shall be **NO LATER** than 12:00 p.m. on August 28, 2019