



## Employment Opportunity Associate Health Director

Reference No. TWT-ADM-AHD-1121

**OVERVIEW:** Governed by a Chief and 12 Councilors, Cowichan Tribes is a First Nations Government Organization that serves 5,221 community members, the largest single First Nations band in British Columbia. With 350+ employees and 16 distinct departments providing delegated responsibilities in variety of member services including Children and Families, Education, Health, Housing, Membership and Social Development, Cowichan Tribes is one of the largest employers in the region.

**PURPOSE:** Under the general direction of the Health Director, the Associate Health Director will work closely with Ts'ewulhtun Health Centre Program Managers and department employees while providing support to the Health Director with developing and implementing strategic management and operational assignments in order to ensure the best possible service delivery is provided to Cowichan community members as defined in the Ts'ewulhtun Community Health Plan, Strategic and Operational Plans.

The Associate Health Director is responsible for keeping the Health Director up to date and ensuring that the day-to-day operations of the Ts'ewulhtun Health Centre are carried out as directed by the Health Director and in accordance with the Cowichan Teachings, the Health Centre's Mission and Vision, Cowichan Tribes Policies and Procedures, fiscal obligations, legislative requirements and other applicable standards.

The Associate Health Director will report directly to the Health Director. In the absence of the Health Director or Program Manager(s), the Associate Health Director will assume and carry out all related acting duties and responsibilities, as directed. This is a full time permanent position.

### **RESPONSIBILITIES:**

- Oversee the development and implementation of annual program work plans in close collaboration with program managers to ensure they are aligned with the Community Health Plan and applicable funding agreement requirements
- Ensure that Health Centre plans, frameworks, policies, procedures and practices are followed by all staff; and, coordinate training and orientation as required
- Fulfill the duties of the Health Centre's Privacy Officer, overseeing the implementation of the Health Centre's Privacy and Security Policy Manual
- Develop and implement an internal communications plan to ensure that staff are informed and have opportunities to meet regularly and participate in setting, achieving and celebrating the Health Centre's goals and successes
- Assist in the development and implementation of the Health Centre's Annual Operations Plan and Integrated Quality Management Framework
- Participate in the development of the Community Health Plan, Strategic Plan, Safe and Health Workplace Action Plan, or any other planning activities assigned by the Health Director
- Oversee the continuous improvement of quality of and safety, including community member Complaints and Compliments and Client Safety Incident Reports as defined in the relevant policies
- Work collaboratively with the Quality and Safety Coordinator and Quality and Safety Committee to ensure the quality and safety of all Health Centre programs and services
- Assume the duties of Health Director and/or Program Managers as directed
- Complete other duties and projects as assigned by the Health Director



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### **EDUCATION AND EXPERIENCE:** *(Please attach all required documents)*

- Minimum of five (5) years of experience working in progressively senior level management positions set within a community health framework
- Minimum of five (5) years of experience working as a senior level Director with managerial and supervisory capacity in a community health care setting
- Bachelor's degree in a health related discipline is required; Master's of Health Administration is preferred
- First Aid/CPR designation is required
- Working Experience with external Health funding partners including but not limited to, First Nations Health Authority, Island Health and Indigenous Services Canada, is considered an asset
- Current Criminal Record Check with Vulnerable Sector Check is required

### **SKILLS, KNOWLEDGE, AND ABILITIES:**

- Strong motivational, team building and time management skills
- Well-developed capacity in the areas of planning and management skills
- Established leadership, collaboration and supervisory skills
- Excellent ability to develop and implement health services policies, procedures and standards in accordance with quality and safety standards, and applicable legislation
- Well-developed ability to monitor effective and efficient health services and program delivery
- Excellent ability to develop and implement goals, objectives, policies, procedures, and standards for the Ts'ewulhtun Health Centre
- Well-developed financial management and ability to plan, implement and control assigned budgets and expenses
- Excellent oral, written, public speaking, negotiation, and interpersonal communication skills
- Well-developed knowledge and understanding of Cowichan Tribes teachings, culture, traditions, and language
- Broad knowledge of health issues affecting First Nations
- Ability to prepare reports, recommendations and presentations
- Demonstrated ability to operate a PC and application software programs including Mustimuhw, Microsoft Office programs, and records management

*This position has a competitive salary that will be contingent upon experience and qualifications. Cowichan Tribes offers an excellent benefit/pension plan available after successful completion of probationary period.*

**HOW TO APPLY:** Interested applicants are invited to submit a resume cover letter and three references. Applications must be sent to Human Resources by email before the deadline, with the Reference Number in the subject line of your email.

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Cowichan Tribes Human Resources Department

**Email:** [resume@cowichantribes.com](mailto:resume@cowichantribes.com)

**Website:** <http://www.cowichantribes.com/employment>

**Deadline:** **Friday December 3, 2021 at 4:00 p.m.**