

Job Description

Director of Health Policy & Advocacy

SUMMARY:

The Director of Health Policy & Advocacy oversees and is responsible for the overall management of the health department. Responsibilities include the overall planning, coordination, development and implementation of the health priorities and projects to help facilitate the organizations vision and strategic plan for the provision of effective and efficient health services to First Nation communities.

DUTIES AND RESPONSIBILITIES:

- Oversee and manage the effective and efficient day to day operations including planning, developing, coordinating, implementing, and evaluating strategic program work plans that incorporates and facilitates the vision, and strategic goals and objectives of the organization
- Determine program human resource requirements, supervise, and manage in accordance with approved policies and procedures including identifying training needs, coaching, and mentoring staff to improve performance
- Fostering effective teamwork within the health department and with other programs within the organization
- Oversee and manage the planning, implementation, execution, and evaluation of health priorities and projects
- Manage financial resources including preparing and monitoring budgets, researching funding sources and developing funding proposals including negotiating for funding
- Liaise with partners to coordinate the exchange of information regarding health issues. Works with First Nations and Tribal Councils in providing liaison and advocacy with governmental departments and agencies on local health issues, for the purpose of resolving issues and achieving health related results
- Schedule, convene and attend meetings as needed (portfolio, staff, health projects, committee etc.)
- Manage/oversee the planning and coordination of NAN-wide health workshops, conferences, and meetings
- Develop communication strategies to ensure effective flow of communication with the Executive Council, Chiefs, First Nations people and other relevant organizations to identify changes
- Establish and maintain effective relationships and collaborative arrangements with communities, funders, politicians, and other organizations to help achieve the goals of the organization.
- Prepares reports, briefing notes, power point presentations as required
- Ensures the maintenance of an effective filing system that ensures records of activities, decisions, progress reports, health resolutions and telephone directories
- Performs all other related duties as required

FINANCIAL RESPONSIBILITY AND DECISION MAKING:

As a member of the Senior Management team, the Director of Health Policy & Advocacy will contribute to the effective operation and overall accountability of NAN. The Director of Health Policy & Advocacy will participate in management and staff meetings, maintain a professional work environment, and facilitate a team approach. The Director of Health Policy & Advocacy will have approval authority as per approved policies

COMPETENCIES AND QUALIFICATIONS:

Candidates must possess the following skills and attributes:

- Master's degree or Bachelor's degree in a health or related field with a minimum of five (5) years' work experience in management in First Nation health or a combination of related education/training and a minimum of five (5) years management work experience
- Extensive knowledge of the broad spectrum of on-going health issues and health care support systems with a solid understanding of the trends, directions and models of delivery and governance that affect health care in the NAN territory
- Must have working knowledge of government health legislation and interrelationships with the Treaties 9 & 5 and the Indian Act
- Leadership abilities, communications, and interpersonal skills necessary to interact effectively internally and externally to develop and maintain effective working relationships
- Solid organization and contract management skills
- Excellent analytical and negotiation skills
- Excellent oral and written communication and time management skills
- Ability to execute and be a self-starter and follow through on projects
- Strong computer skills with expertise in Microsoft Word, Excel and Power Point
- Fluency in one of NAN's three languages (Cree, Ojibway or Oji-Cree) a definite asset

OTHER REQUIREMENTS OF THE POSITION:

- Willing and able to travel as required
- Position is located in the Thunder Bay office

ACCOUNTABILITY:

The Director of Health Policy & Advocacy has overall accountability for performance to the Chief Administrative Officer.

LOCATION: Thunder Bay
PORTFOLIO: Health Policy and Advocacy
LAST UPDATED: February 2023