

# Bonaparte First Nation

2689A Sage Hill Rd., Hwy 97N, Box 669 Cache Creek, BC V0K 1H0  
Tel: (250) 457-9624 Fax: (250) 457-9550



## CAREER OPPORTUNITY

### Director of Health

**Position:** Director of Health  
**Reports to:** Chief Executive Officer  
**Term:** Permanent Full-Time (35 hrs week)  
**Start Date:** As soon as a suitable candidate is found  
**Remuneration:** Salary will commensurate with Qualifications and Experience

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Bonaparte First Nation (BFN), is a member band of the Shuswap Nation Tribal Council of the Secwepemc (Shuswap) people. The Nation is located west of Cache Creek and has a membership of roughly 970.

The Nation's main community is on the Bonaparte Indian Reserve No. 3 comprising 704 hectares, with 72 homes on-reserve, home for approximately 250 of our community members.

Reporting to the Chief Executive Officer, the Director of Health is responsible and accountable for the management of the Bonaparte First Nation Health Department including program development, budget planning and management and day-to-day supervision of the Health Department staff.

#### **Program and Community Development:**

- Provide leadership, direction and professional expertise to plan, organize, implement, maintain and evaluate Health and Wellness Programs and Services;
- Engage and collaborate with the BFN Community in the development and maintenance of services and programs;
- Collaborate and network with other First Nations, service providers, professionals and agencies; utilize those relationships as an avenue to assist the community in achieving its health and wellness objectives;
- Seek funding opportunities, write proposals for additional funding for health programs and services;
- Ensure emergency management, preparedness planning and/or pandemic planning is in place.

#### **Leadership and Operations Management:**

- Mentor, oversee and communicate with staff to take initiative and feel empowered to do their job effectively;
- Prepare annual department budgets for health programs and services
- Provide regular reports and ensure the financial systems of the programs are maintained and accountability is in place;
- Oversee the health budgets, track monthly budgets

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- Consult with the Chief Executive Officer and Finance Manager as required;
- Communicate, collaborate and work proactively with various BFN departments;
- Prepare and monitor work plans, including reporting through regular and annual reports;
- Ensure policies and procedures are followed within the health program;
- Recruit, hire, train, supervise, evaluate and manage the human resources of the Health Department;
- Conduct regular staff meetings within the Health Department and attend BFN staff meetings as required by the CEO;
- Lead a healthy lifestyle grounded in cultural tradition and promote this to Community Members and staff.

## Qualifications:

- A university degree in Human Services, Health Sciences, Public Administration, or Business Management discipline. Experience and training in a related field such as Nursing, Health Care Management, Home Support Worker, Social Development combined with business and financial management training and experience may be considered;
- Successful completion of the First Nations Health Directors Association Certification or ten years' experience in health administration an asset;
- Financial planning experience with demonstrated ability to prepare department specific annual budgets, track and monitor monthly budgets, provide regular reports and ensure financial systems for programs are maintained with accountabilities in place.
- Demonstrated ability to prepare written funding proposals for programs and services ensuring ongoing funding and enhancement of current programs and services. Experience in the development of culturally relevant and safe programs and services, including monitoring and evaluation.
- Experience in people management including recruitment, training, development, mentoring and performance management;
- Experience in collaborative planning at a community level;
- Ability to interpret and apply complex legislation, regulations, policies and standards;
- Knowledge of First Nations history, traditions, lifestyles, culture, including approaches to community development and health;
- Demonstrated above average interpersonal skills, oral and written communication skills and leadership skills;
- Must pass an enhanced (vulnerable persons) criminal records check;
- Must have transportation and a valid BC driver's license;
- Ability to work as a team member.

The successful candidate will enjoy a competitive salary and join a strong team to help shape the service of a growing and innovative First Nation on the threshold of unprecedented growth and positive change.

**CLOSING DATE: Wednesday October 12th, 2021 No later than 4:00 pm. TO APPLY: Submit resume to: c/o: Human Resources St'uxwtéws|Bonaparte First Nation, 2689A Sage Hill Road, Cache Creek, BC V0K 1H0, EMAIL: payroll2@bonaparte.band**