



P: 250.567.9293 | F: 250.567.2998  
135 Joseph Street, Vanderhoof, BC, V0J 3A1  
www.saikuz.com

## Health Manager

Supervisor: General Manager  
Hours: Full-time

Wage: \$42 - \$48 per hour  
Benefits: medical / dental, pension plan  
vacation days, Cultural days

## Job Summary

The Health Manager is responsible to carry out the administrative duties of health services for the Saik'uz First Nation; monitor all budgets about health; supervise and evaluate the health staff; ensure all planning and evaluation, coordination, and smooth delivery of all health programs. He or she will work in coordination with other agencies as necessary to ensure a high standard of program and service delivery to the Saik'uz First Nation members.

## Qualifications & Skills

- Bachelor's Degree in Health or related subject matter, or equivalent experience.
- Minimum 3 years' experience, with proven administrative background, including budget management, tracking, and reporting.
- Knowledge of First Nations Health Authority (FNHA).
- Must have knowledge and experience on current Aboriginal health issues, health education, and techniques, community programs, and organizations.
- Understand the principles and practices of supervision and personnel administration.
- A solid understanding of the BC health care system, health authorities, and facility-based services.
- Demonstrated ability to critically appraise and apply data in various scenarios (e.g., business cases)
- Excellent judgment in setting priorities, identifying issues, and determining action when working under pressure or tight deadlines.
- General knowledge of current health care issues and trends.
- Excellent organizational, interpersonal, communication, and writing skills.
- Strong ability to work independently as well as a member of a team.
- Ability to work with a flexible schedule.
- Experience as an intermediate/advanced user of the Internet and software applications such as Word, Excel, etc.
- Must be willing and able to travel to facilities.
- A valid BC Driver's License and a reliable vehicle

## Duties & Responsibilities

- Develops budgets using a standard budget preparation process.
- Ensure efficient and effective financial management of health programs and services.
- Plan, report, and transparently make decisions in alignment with Saik'uz First Nation objectives.
- Implementation of approved policies, ensuring adherence at all times, and of monitoring, reviewing, and updating policies regularly. Responsible for policy development, and is aware of all personnel and policies for Saik'uz First Nation.
- Planning, monitoring, and implementation of quality services to community members of Health programs.



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## Health Manager

### Duties & Responsibilities (Continued)

- Creation, development, implementation, reporting mechanisms, and process for proper evaluation of Health programs.
- Supervision of performance and training requirements for all Health staff.
- Assess current health topics of concern (or areas) using a First Nations 'determinants of health' approach.
- Use evidence and research to influence health policies and programs on a local, regional and national level.
- Apply leading concepts relating to First Nations health care delivery.
- Recognize, value, and incorporate First Nations perspectives and culturally relevant activities into health services development and delivery.
- Actively participate in developing, implementing, and evaluating responses to health emergencies and debriefing.
- Ensure the use of the key elements and processes of continuous quality improvement.
- Identify, manage, and/or mitigate risks.
- Apply relevant provincial, federal, and First Nation legislation and its impact on programming and services.
- Strategic and operational planning.
- Gather, analyze, and apply research principles and information.
- Ensure the use of program development, implementation, and evaluation, maximizing available resources, and based on plans.
- Perform a range of communications activities with individuals, families, groups, communities, staff, colleagues, and internal and external programs and organizations.
- Implement a community-centric communications strategy for the Saik'uz First Nation Health Department.
- Understand the traditional and community role of decision-making at the individual, family, and community levels.
- Incorporate new ways of respecting and understanding First Nations health practices.
- Ensure that culture is an integral part of health care.
- Advise the community of appropriate health facilities and related social benefits available.
- Liaise with the community and external agencies.
- Evaluate the work standards and professional issues of the Provincial Health Services Authority and the First Nations Health Authority (FNHA).

To apply, submit a copy of your resume to the Band Office or via email at [resume@saikuz.com](mailto:resume@saikuz.com). If submitting via email, include the position title in the subject line. We thank everyone for their interest; however, only those selected for an interview will be contacted.