



**KTUNAXA
NATION**

We invite you to apply for the position of...

KTUNAXA HEALTH CLINIC OPERATIONS MANAGER

SOCIAL INVESTMENT SECTOR

PERMANENT FULL TIME POSITION

The Ktunaxa Nation is characterized by the spirit of courage, initiative, innovation, perseverance and leadership that it has brought to the work of preserving and protecting both the past and the future of its people. This has been accomplished through the exceptional commitment and vision of its human resources. It is therefore expected that employees who represent the Ktunaxa Nation will be committed to honouring the spirit of the Nation's work by putting their best into all that they do and by conducting themselves at all times ethically, professionally and respectfully.

POSITION SUMMARY

The Ktunaxa Health Clinic Operations Manager is accountable and responsible for the operations of programs delivered under their direction by the Ktunaxa Nation Primary Health Services.

The Manager is responsible for imparting the vision and values of the Ktunaxa Nation Council (KNC) to all Health staff. This includes responsibility to plan, develop, manage, coordinate, and evaluate the delivery of a broad range of health services and is directly accountable for the quality of services and for setting and monitoring standards of practice.

The Manager provides operational management and supervision to primary health staff. The position functions as leader, consultant and advisor to the full team of professional specialists who are dedicated to the empowerment and wellbeing of aboriginal people. This is a multifaceted role working from a family-based model in which innovation, flexibility and responsiveness are needed to adapt to changing client needs, new strategies, opportunities and initiatives. This includes the development of work and service plans, business plans, and sign off of agency practice policy and procedures.

The Manager has primary responsibility and accountability to ensure the goals of the transition and transformation of health services are achieved.

- Maintain and adapt a culturally relevant community based service delivery system,
- Supports and services reflect unique strengths and challenges of all communities served, and
- Build capacity within the Aboriginal community to identify, integrate and transition a full range of health services, with emphasis on the development and implementation of the Ktunaxa Health Authority and the partnership with the Interior Health Authority.

The successful candidate is a highly skilled generalist, with the ability to learn quickly and work within a technical and strategic environment, they provide analytical, research and strategic support to senior management on a number of strategic initiatives/negotiations/special projects in a variety of sectors. The incumbent develops policy, drafts agreements, and liaises with Governance, stewards negotiations, and consultative activity through the Ktunaxa Nation's decision-making process.

The incumbent may be required to work in highly contentious environments.

At its core, this position is responsible to operationalize the primary health service programs and services, manage and supervise primary health staff, lead the operation of the Ktunaxa Health Center, and support our Ktunaxa communities in realizing their wellness plans, as required.

DUTIES, RESPONSIBILITIES AND FUNCTIONS

Sector Council Support

- Maintain confidentiality on matters related to the affairs of the Sector Council.
- Direct the operating affairs of the Sector in accordance with the Vision and mandate of the Sector.
- Ensure Sector Council is informed of sensitive and important issues that might affect operations.

Planning

- Direct the development, implementation and monitoring of Health strategic and operating plans.
- Oversee development of staff work plans and their alignment with broader strategic and operating plans.
- Ensure that the interests of the Ktunaxa Citizens, Communities and Government are included in the development of Health plans.
- Participate in Ktunaxa Nation strategic planning processes and the development and implementation of integrated Health work plans.
- Anticipate short and long term Health issues and concerns and identify and prepare solutions for implementation and/or recommendation to Social Sector and Council as required.
- Plan for growth of Ktunaxa Health Authority in cooperation with other Sectors and governance staff.
- Assist with the development and implementation of Health Transition strategies to ensure smooth transfer of self-government authorities to Communities.
- Participate in external planning and research processes, as recommended.

Programming

- Provide leadership, technical advice, support and direction in the development and delivery of programs that meet the needs of the Communities and Nation.
- Coordinate Ktunaxa Health Authority programs with those of other governments.
- Ensure Sector has appropriate laws, standards and policies in place to manage program authority effectively.

Administration

- Negotiate with public and private entities for access to resources including those held by external agencies - fiscal, capital and human.
- Oversee the development and submission of reports.
- Represents the interests and affairs of the Sector internally (across Sectors and Communities) and with outside organizations and agencies.
- Ensures that appropriate policies and procedures are developed, communicated and implemented.
- Prepare and present, written and verbal, consolidated Health Services reports as required.
- Ensure that all fiscal and legal operational and reporting requirements are met by all staff and contractors.

- Monitor operations regularly for effectiveness, professionalism and compliance with internal and external obligations.
- Ensure that achievements are recognized and celebrated regularly.

Evaluation

- Oversee regular review of Health services, Staff and Programs.
- Evaluate overall effectiveness and capacity of Health Department to achieve goals and develop and implement measures for improvement, where required.
- Evaluate effectiveness of resource use and mechanisms of allocating funding to programs and services and make recommendations for improvement, where required.

Human Resource Management

- Direct, guide, coach, mentor Health Services Sector staff.
- Oversee performance valuations including the development of employee training and development plans, performance enhancement programs and disciplinary actions as required.
- Ensure that all employees have the skills and knowledge to perform the responsibilities of their positions.
- Ensure that all staff and contractors are guided by work plans and are progressing accordingly, monitoring and adjusting for effectiveness.
- Authorize and approve changes to staff functions and placements (i.e. temporary/permanent employment status, position title, salary or wage) following Human Resource policies and procedures.
- Protect the health and safety of employees by monitoring work practices and by providing for emergency health and safety measures.
- Ensure that all staff and contractors of Corporate Services Sector maintain ongoing compliance with both internal and external law, regulation and policy i.e. audits, contracts, confidentiality, privacy, health and safety.
- Provide mentorship and promote employment opportunities within the Health Department.

Financial Management

- Direct and oversee the development and submission of relevant applications/proposals for funding, and approve proposals for funding.
- Provide advice and make recommendations on the development and management of an appropriate financial control system to accommodate unique Health functions.
- Participate in Inter-Sector budget planning to identify efficiencies.

Networking

- Represent Health Services interests as directed, in negotiation with government and private sector.
- Act as Sector liaison with Councils, staff, contractors, government departments, private sector and other First Nations and aboriginal organizations as authorized.
- Participate in Inter-Sector networking.
- Maintain regular and effective communication amongst and between Health operations.
- Initiate, develop and maintain relationships and liaison with external agencies as required to achieve Health goals.
- Establish and maintain interface and assist with skill transfer from provincial and federal governments.

POSITION QUALIFICATIONS

Academic Preparation

Master's Degree in public health, epidemiology, health science or nursing or other related field with management experience.

Excellent written and oral communication skills that can be adapted to a wide variety of audiences

- Produce a variety of documents that are succinct in a timely fashion

Strong background in Health Planning, Management, and Health Service Delivery

- Prioritize and manage a number of competing initiatives and timelines
- Plan and anticipate outcomes, develop adaptive strategies for discussion and decision among negotiating teams and the Director of Social Investment Sector
- Learn and grasp complex situations and projects quickly and then apply appropriate methods and strategies to identify a plan of action and incorporate that into the frame work of agreements / initiatives / special projects
- Follow up, track and monitor various tasks, decision points and projects to promote smooth operations, negotiations and implementation of agreements / initiatives / special projects
- Identify potential opportunities and risks

Negotiation, problem solving and conflict resolution skills

- Resolve conflict and work out collaborative solutions

Strong research skills

- Be detail oriented, while also thinking and acting strategically

Excellent listening and keen observation skills

Ability to work independently and as part of a team

Proficient with Word processing and Excel spreadsheet skills/applications

Ktunaxa Applicants are encouraged to apply for this position regardless of experience or qualifications as on the job training may be considered. Support to apply for this position can be accessed through the Education and Employment Sector Service Center

Come with your willingness to learn!

Please submit your cover letter and resume telling us what attracts you to the position and how your experiences relate.

**Human Resources
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CLOSING DATE: Open until filled

We thank those who apply; however, only those selected for an interview will be contacted.