



## Community Service Manager Employment Opportunity

The Ditidaht First Nation, located on south western Vancouver Island, west of Port Renfrew and east of Barkley Sound, is pleased to invite qualified applicants to apply to the permanent, full time position of **Community Service Manager**.

This position is a member of the management team and reports to the Administrator. The incumbent is responsible for the operation and management of all employees within the Health Department and for consistent department-wide services that adhere to the Nation's policy and administration expectations. The position requires substantial operational and planning oversight as well as planning and health service delivery system wide. The Manager manages the implementation of department strategies, and the operations of the work unit, including organization structure, and manages the department's finances and human resources.

The **Community Service Manager** maintains strict confidentiality in performing their duties and demonstrates the following personal attributes: Integrity, Respect and Unity, Trust, Honesty, Compassion, and Accountability.

Qualified applicants are invited to email their resumes, cover letter (including salary expectations) to Eva Wilson, Administrator at [ewilson@ditidaht.ca](mailto:ewilson@ditidaht.ca) no later than 4:00PM on April 9, 2021.

Preference will be given to persons of Aboriginal ancestry.

For information about the Ditidaht First Nation please go to [www.nitinaht.com](http://www.nitinaht.com) and for further information about this position please contact Eva Wilson at 250-745-3333

### Education and Experience

- Degree or Diploma in Public/Community Health, Nursing, Social Work or other related or allied health field, and
- Minimum of 5 years' experience in the provision of direct service in community-based healthcare delivery systems; or
- An equivalent combination of education, training and experience;
- Minimum of 2 years' experience managing, directing and leading employees; and liaising with various regulatory agencies;
- Experience developing a variety of written reports, policy and procedures, analyses, presentations and other documentation in accordance with organization directives and/or regulatory guidelines;
- Experience developing, managing and controlling operating budgets;
- Valid Class 5 driver's licence and reliable vehicle is required;
- Clean criminal record check required;
- Valid standard first aid and CPR certificate may be required.

### Duties and Responsibilities

- Plans, develops, implements and monitors the Health department's vision and strategy for the DFN;
- Plans, organizes and directs the development and implementation of the Health department's activities;
- Assists in the establishment and achievement of program deliverables for Health services based on the DFN's overall strategic plan and operating goals for each fiscal year;
- Oversees the intake, delivery and evaluation process for health, daycare, and social assistance clients;
- Negotiates and reviews contracts and agreements with workers or consultants hired to assist the work of DFN;
- Develops and administers the annual budget, in consultation with the Comptroller, for the Health department and participates in the DFN's annual budget process. Accountable for the fiscal

soundness and cost effectiveness of the Health department's operations. Monitors and implements appropriate intervention to achieve operational budget targets;

- Manages, monitors, and approves all expenditures within their spending authority, reviews financial reports on a monthly basis, in consultation with the Comptroller and forwarding by the Comptroller to the Administrator for review;
- Checks departmental financial accounts to assure funds are available for purchases;
- Provides advice and recommendations to the Administrator on policy discussions and strategic planning. Integrates planning for Health Services within the DFN's strategic plan and its goals;
- Works collaboratively with other members of the management team. Contributes to identifying, developing and implementing strategic initiatives, policies, plans, and programs necessary for the successful operation of the DFN;
- Executes departmental human resource related initiatives including staff selection, setting strategies and objectives, prioritizing work, ensuring proper training, completing annual performance reviews and plans, encouraging employee professional development, discipline, and resolution of labour relations issues;
- Follows Nation wide policy regarding the hiring of all employees;
- Establishes performance management and productivity standards for all Health department staff. Communicates performance expectations to staff annually or more frequently if required. Ensures that the Department's productivity and performance standards are met. Continuously strives to improve departmental operational efficiencies and workflows;
- Chairs weekly departmental staff meetings and ensures meeting minutes are forwarded to the Administrator;
- Ensures staff receive appropriate orientation, training and ongoing professional development to meet the needs of the population served and to achieve department goals and objectives;
- Identifies and pursues funding through existing and new funding sources;
- Continually monitors areas of responsibility for opportunities for improvement and innovation and works proactively to implement these. Identifies new trends and possibilities for the provision of exemplary services; evaluates and coordinates long term planning for Health services and makes recommendations to the Administrator;
- Prepares, submits and reports on programs and other statistical reports accurately and in a timely manner to ensure that the budget requirements are being met, as required by stakeholders;
- Submits quarterly activity reports to update the Administrator;
- Plans, revises, and implements policies, standards, procedures, and practices relating specifically to the delivery of health/social services
- Interacts with DFN employees and community as well as external stakeholders; and communicates and responds to routine requests or inquiries from staff and stakeholders;
- Ensures that service quality standards are maintained and consistently delivered in all areas of responsibility;
- Applies principles of change management to assist staff to meet organizational and departmental requirements;
- Serves as the DFN's Health services expert and sits on committees, attends meetings, field's telephone calls and emails, and represents the DFN to various stakeholders;
- Prepares reports for the Administrator, Chief and Council and management team as required and carries out special projects as required;
- Builds and maintains partnerships with potential and existing stakeholders to provide support for new programs and initiatives;
- Attends and participates in management meetings and initiatives; chairs various meetings as required;
- Promotes a safe work place; ensures that all established safety procedures are followed;
- Carries out other duties essential to the position as directed by the Administrator.

### **About the Ditidaht First Nation**

Our Ditidaht territory is large. It stretches inland to include Cowichan Lake. It reaches down to Nitinat Lake and deep into the forests. It extends along the coast between Bonilla Point and Pachena Point and encompasses a considerable distance offshore. More generally, Ditidaht territory on land extends to the headwaters of the streams and rivers which drain down to the coastline. Ditidaht territory extends out to sea and includes the rich salmon, halibut and cod bands that feed our people. The Nation's current registered population is 775 members, with approximately 350 living in Balaats'adt Village on Malachan Indian Reserve at Nitinat Lake.

The present Ditidaht Nation is an alliance of at least ten “local groups” each consisting of a group of people occupying a specific geographical area and centered around chiefs and their families. The local group took its name from the name of its main village’s location. It is likely that these groups were more independent long before the white people came to our shores, but during the time since our history has been recorded in documents, we have been viewed as one people, with one common territory, and one name by which we are all know today. We are Ditidaht, or as we say in our own language, diitiid7aa7tx. Some of us prefer the name da7uu7aa7tx, the name of the original Nitinat Lake people. But today we are best known as the Ditidaht.

The Ditidaht people speak a language called Nitinaht or “Ditidaht”. We are proud of this distinctive language that separates us from our neighbours. Our language, Ditidaht, is one of three closely-related languages (Nitinaht, Makah, and Westcoast) forming the South Wakashan sup-group of the Wakashan Language Family.

We welcome you to visit our website to learn more about our people, history, culture, and development.

*The **Community Service Manager** is considered a position of trust; therefore, a Criminal Record check will be conducted on the proposed employee.*

**Thank you for your interest in this position, only those short listed will be contacted further.**