

Lytton First Nation

Job Opportunity Health Manager

The **Health Manager** leads a multidisciplinary health care delivery team that provides preventative and remedial health services to meet the holistic needs of the Lytton First Nation's people. The primary responsibility of the Health Manager is to plan, implement, evaluate, and report on community health programs and ensure these programs reflect and address the physical, cultural, psychological, social, and environmental needs of the Lytton First Nation communities. This position requires a professional who is culturally inclusive and strives for a collaborative approach within a team environment.

- Assist and monitors budgets for health programs and services with Health Director
- Provide written and verbal reports to the community, health committees, Administrator and Chief and Council as required
- Conduct ongoing assessments of community health and community health needs using a variety of methods including community input and statistical information
- Monitor, evaluates, and adjusts health program and service delivery to ensure ongoing alignment with community health plans
- Develop and implement community health plans based on community needs and regional and national program objectives and standards
- Assist with funding and program proposals as needed
- Advocate with funders on behalf of health programming with Health Director
- Participate in the selection, orientation, and training of health department staff
- Supervise and maintain a current organizational chart of health department staff
- Provide ongoing leadership, support, mentorship, and education of health department staff in the areas of program planning, service delivery and community health plans
- Participate in and ensure staff performance evaluations are completed annually and as needed for probationary periods
- Ensure staff understand and comply with health service guidelines, codes of conduct and ethical standards as outlined by their professional affiliation and/or health department policies
- Act as a professional and positive role model by maintaining a personal health plan and taking part in ongoing professional development
- Maintain a current organizational chart of all health department staff
- Ensure staff employment files are complete and up to date for the Human Resource Manager
- Assist with and ensures that health department staff create and maintain work plans
- Assist with and participate in conflict resolution, problem solving and team-building initiatives



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- Maintain an ongoing professional relationship with stakeholders and program funders
- Meet regularly and as requested with local health and community stakeholder to inform, seek input, advise on health planning related issues, and resolve health planning related concerns
- Meet with community members to ascertain emerging health needs
- Attend and participates in health planning related events, committees and initiatives as required.
- Liaise with all LFN Health Workers and other involved professionals to share information and ensures appropriate services are provided to community members
- Liaise with Band Administration
- Liaise with LFN Program Managers to update them on health programming and initiatives and discuss mutual management issues and concerns
- Liaise with Interior Health Authority (IHA) contracted service providers to ensure the provision of nursing services, supporting the TIKemtsin Nurses
- Contribute articles and updates to LFN newsletter
- Attend monthly health team staff meetings.

Training and Experience:

- Post-Secondary Education in Health Administration and three years of supervisory experience, or
- Degree in Business Administration and three years of supervisory experience, or
- Bachelor of Social Work or Nursing and three years of supervisory experience.
- Ability to supervise, coach and mentor adults
- Ability to communicate effectively and to engage effectively in conflict resolution
- Understand the importance of and practice confidentiality.

Required:

- Provide a current criminal record check including the vulnerable sector portion
- Valid BC driver's license, a drivers abstract and access to a reliable vehicle.

Open Until Filled

Apply with cover letter, resume, and current references to:

Email: jobs@lfn.band

In person: drop off at the LFN band office

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