



Gizhewaadiziwin Health Access Centre

Full Time Program Manager

Summary of Position:

The Gizhewaadiziwin Health Access Centre is currently accepting applications for a full time Program Manager. This position will act under the direction of the Executive Director. The Program Manager will act as part of the Management team.

Duties and Responsibilities:

The Program Manager will be responsible for overseeing the day to day activities of the Health-related programs for the Gizhewaadiziwin Health Access Centre, within the program approved workplans and budgets. The Program Manager will provide direct supervision to staff and ensure required reporting deadlines are met to funding agencies. Other duties include preparing statistical reports and position papers, as well as acting as an organizational representative on community committees or meetings.

Qualifications:

- Completion of a University or College program preferably in the Health Care field
- Minimum 5 years' experience in a senior management role with experience in staff supervision
- Strong computer skills
- Experience in development and implementation of program workplans, budgets and reporting to funders
- Knowledge and experience in quality improvement planning and practices
- Valid Driver's License
- Excellent written and verbal communication skills
- Strong leadership, organizational and interpersonal skills
- Ability to work independently and as a team member

Desired:

- Ability to speak Ojibway and prior experience working with aboriginal people a definite asset
- Current CPR certification

Qualified applicants are invited to submit a resume, covering letter, 3 work related references and written authorization to contact references no later than 4:00 p.m. on November 16, 2018 to:

Personnel Committee
Gizhewaadiziwin Health Access Centre
P.O. Box 686
Fort Frances, ON P9A 3M9
807-274-3131 (Phone)
807-274-6280 (Fax)
jdebenedet@gizhac.com

We thank all candidates in advance, however, only those selected for an interview will be contacted.