



Program Manager

FTE: FTE 1.0

Status: Permanent

Closing Date: July 19, 2024

Starting Salary between: \$76,520.00 - \$82,985.00

The **Gizhewaadiziwin Health Access Centre** is a community based, Indigenous controlled, Primary Care service that combines western curative care with traditional Ojibway healing philosophies and practices. The Access Centre provides clinical, social, health promotion and preventive services, as well as, access to traditional Ojibway healers.

The Gizhewaadiziwin Health Access Centre, located in the heart of the Southern Region of Treaty #3 territory, is the result of a unique partnership between area First Nations, the United Native Friendship Centre and the Sunset Country Metis.

Summary of Position:

Reporting to the Executive Director, the Program Manager will work as part of the management team to provide direction to our Programs staff. The Program Manager will be responsible for overseeing the day-to-day activities of the Non-clinical 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. Also, must be able to work collaboratively with other agencies.

Qualifications:

- Diploma or degree; preferably in the health field.
- Minimum 5 years' experience in a senior management role with experience in staff supervision.
- Exceptional leadership and time, task, and organizational skills.
- Strong problem solving, critical thinking, coaching, interpersonal, and verbal and written communication skills.
- Experience in development and implementation of program work plans, budgets and reporting to funders.
- Proficiency with computers, especially MS Office.
- Knowledge and experience in Quality Improvement Planning and practices.
- Willingness to continue building skills through educational opportunities.
- Must be able to provide Criminal Record Check, Driver's Abstract and Proof of Vaccination (Covid-19).

Desired:

- First Nations, Inuit or Metis candidates are encouraged to apply. Please self-identify.
- Previous experience in Mental Health and Addictions field.
- Current CPR certification.
- Ability to speak Ojibway and prior experience working with Indigenous people a definite asset.

Additional Information:

As a part of our team, you will be eligible for:

- 100% employer-paid health care benefits;
- Become a member of the Healthcare of Ontario Pension Plan (HOOPP);
- Six (6) paid Personal Leave Days a year;
- 3 weeks (starting) paid vacation subject to increase quickly over tenure;
- Invited to actively participate in cultural and traditional teachings and knowledge.

A complete Job Description is available by contacting Human Resources at 274-3131.

Qualified applicants are invited to submit a resume, covering letter, 3 work related references (*one must be from a current or most recent supervisor*) and written authorization to contact references.

**Attention: Personnel Committee
Gizhewaadiziwin Health Access Centre
P.O. Box 686
Fort Frances, ON P9A 3M9
careers@gizhac.com**

We thank all candidates in advance, however, only those selected for an interview will be contacted. Gizhewaadiziwin is committed to providing employment accommodation in accordance with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act. If contacted for an employment opportunity or interviewing, please advise if you require accommodation.

Please visit us at www.gizhac.com to learn more, or follow us on www.facebook.com/gizhac, www.instagram.com/gizhac, or www.linkedin.com/companies/gizhewaadiziwin