



**North Eastman Health Association Inc.
Job Description**

Manager, Aboriginal Health Services

Position Summary

The Manager, Aboriginal Health Services will provide the program and communication link between North Eastman Health Association, Aboriginal groups and First Nation communities. Key responsibilities will be to provide coordination and consultation around the development, implementation and monitoring of Aboriginal-specific health strategies, including the development of new programs. This position functions in a manner consistent with, and supports the Mission, Vision & Values of the North Eastman Health Association.

Reports To: Vice President, Programs & Services

Location:

Supervises:

Union: Non Union

QUALIFICATIONS:

Education and Experience

- Baccalaureate Degree in relevant health/ social services or comparable education and experience in health/ social services and/ or aboriginal health.
- Educational preparation in Health Care Management.
- A minimum of 5 years experience working in the health care field.

Knowledge, Skills and Abilities

- Knowledge and understanding of Aboriginal language, and/ or customs and traditions is required.
- Demonstrated management experience, preferably in health care setting, including but not limited to leadership, budgeting matters, communication skills, positive and pro-active attitude, planning and organization.
- Excellent communication skills, both written and verbal.
- Demonstrated ability to analyse complex situations and produce innovative solutions.
- Ability to adapt, be flexible, manage and facilitate change.
- Solid understanding of computer applications, including Microsoft Office.
- Understanding of employee relations in a unionized environment.
- Good physical and mental health.
- Ability to foster and maintain positive working relationships with community members, staff and local leadership in communities.
- Self motivated.

POSITION DUTIES AND RESPONSIBILITIES:

Berens River Renal Health Program

- In collaboration with the Director of Acute Care, Manitoba Renal Program (MRP) and Berens River First Nation, develop a work plan with time frames for each step of operationalizing this new program.
- Fulfill all responsibilities in relation to ensuring that the program will be staffed appropriately for all aspects of the service.
- Collaborate with the Berens River First Nation community to ensure that the community is informed of all developments. This will include the development of an Advisory Committee with community representation.
- Act as a liaison between Manitoba Health, the construction project, the Manitoba Renal Program and NEHA.
- Provide on-going leadership/ management for the Berens River Renal Health Program.

Powerview/ Pine Falls Traditional Healing Centre

- In collaboration with the Director of Primary Health Care Services, develop understanding and access to traditional healing services with the Primary Health Care team.
- Liaise with First Nations, Metis and surrounding communities to develop understanding and utilization of traditional healing services.
- Facilitate and coordinate the Traditional Healers and elders in regards to the provision of traditional healing services within the healing centre.
- Collaborate with the communities serviced by the Traditional Health Centre to ensure that the communities have input into the services offered. This will include the development of an Advisory Committee with representation from each First Nation and Metis community in the surrounding area.
- Provide on-going leadership/management for the Powerview-Pine Falls Traditional Healing Centre.

Workplace Safety and Health

- Provides a safe environment by ensuring adherences to Workplace Safety and Health Regulations and Policies, Infection Control Guidelines, WHMIS and Safe Work Procedures. Immediately investigates and recommends corrective action on any unsafe acts, work conditions, incidents, near misses, injuries or illnesses.
- Demonstrates understanding of role and responsibilities in fire prevention and disaster preparedness and participates in safety and health training programs including the health facility's Fire, Disaster and Evacuation Plan.
- substances as described in the Material Safety Data Sheets (MSDS). Uses personal protective equipment as required.
- Demonstrates understanding of role and responsibilities in fire prevention and disaster preparedness and participates in safety and health training programs including the health facility's Fire, Disaster and Evacuation Plan.

Patient Safety

- Ensures patient safety and patient safety activities are emphasized throughout orientation, training and ongoing performance evaluation and mentoring. Supports an environment which avoids, prevents and corrects all activities or actions which may result in an adverse outcome in the delivery of health care services. Patient safety is a standing item for all individual and departmental meetings.

- Other duties as assigned.

Revised: _____
Date

Approved by: _____
Manager/ Supervisor Date

Approved by: _____
Vice President/ CEO Date

Reviewed by: _____
Director, Human Resources Date