



**Muskowekwan Health Services**

**P.O Box 59 Lestock, Saskatchewan, S0A 2G0**

**Telephone: 306-274-4640 - Facsimile 306-274-4644**

**Employment Opportunity**

**Health Director Full time - Permanent**

Under the Director Supervision of the Band Manager, with Ultimate accountability to the Chief and Council, the Health Director shall ensure that all operations at the Health Center are conducted in a respectful and responsible way, ensuring that all decisions and actions are relevant to the First Nations policies and procedures, and legislation according to the Health Community Plan and contribution agreement.

**Qualifications:**

**Education**

Successful completion of Degree Program or Diploma from a recognized technical institution in Administration.

**Experience**

Minimum of five (5) years of experience. Must have experience in motivating, training, and working effectively with subordinates in a First Nations environment.

**Knowledge of;**

- Muskowekwan Band programs and services, and external supports available to support Health Programs and services
- The Contribution agreements with Indigenous Service Canada (ISC), and the funding arrangements for First Nations
- The general Saskatchewan social environment as it may affect or influence Muskowekwan Band Operations
- The First Nations culture, values, beliefs, traditions, and protocols
- The First Nations administration, operation, and governance
- Management Principles such as; communications strategy, budget preparation, proposal writing, and Personnel.
- The Health components: Mental, physical, emotion, and spiritual

**Skills & Abilities**

- Ability to utilize computer software to prepare reports, applications, proposals, and correspondence
- To communicate effectively with the public, committee members, Chief and Council, fellow employees and, more importantly the general membership.
- Ability to work with minimal supervision, and to demonstrate teamwork.
- Ability to work sensitively with diverse individuals and groups

**Personal Suitability**

Goal Oriented

Punctual

Reliable

Honest

Adaptable

Please submit applications to:

Melinda Wolfe, Human Resources Manager @

Muskowekwan First Nation

Box 249

Lestock, Sask.

S0A 2G0

Or

Fax: 306-274-2110

Email: [melindawolfe77@gmail.com](mailto:melindawolfe77@gmail.com)

**Deadline for applications: November 8, 2019 4: 30 pm**