



Blood Tribe Department of Health Inc.

Job Posting

TITLE: Director

DEPARTMENT: Kainai Wellness Center

Posting Open Date: March 29, 2018

Location: Blood Tribe Department of Health

Employee Class: Full-time

SUMMARY:

The Director is responsible for the day-to-day operations of the Kainai Wellness Centre program creating a team atmosphere and ensuring that staff members are enabled to deliver only the highest quality services to the members of the Blood Tribe. Program responsibilities include the day to day oversight of Mental Health Services, NNADAP Services, the IRS program, Counselling services, Suicide Prevention services, Crisis Prevention services, Prevention of Family Violence and the Brighter Futures initiative.

Duties:

- Provide direct supervision, support and guidance to the staff of the department
- Assist and lead staff through problem solving processes so that they are enabled to offer services to the clients of the department
- Provide guidance, advice and direction to department staff on a regular, informal and formal basis
- Plan and create department budgets on an annual basis and submit to the CEO for approval
- Review budget statements on a monthly basis and ensure that department expenditures are within budget
- Attend required meetings and present reports on a regular basis
- Upon the request of the CEO attend meetings to represent the BTDH and/or present information to committees, groups and/or the Board
- Perform other duties as assigned.

Education & Requirements:

- Strong proven leadership skills – ability to pull team together to serve the community
- Ability to work in a complex environment with competing demands
- Completion of undergraduate degree in Social Work, Community Development or comparable education. Master degree an asset
- Minimum of three years' experience in a leadership role in a related field.
- Registered with the appropriate professional association.
- Knowledge of Blackfoot culture
- Class 5 Drivers License.

SALARY RANGE

- Salary Grid as established by BTDH.

Deadline for Application: April 19, 2018

Please forward a Letter of Application, Resume, Drivers Abstract, Criminal Record Check, and Three (3) updated references to:

Blood Tribe Department of Health Inc.
c/o: Kara Russell - Human Resources Assistant
P.O. Box 229
STANDOFF, AB T0L 1Y0
Phone: 737-8408
FAX: 403-737-3985
Email: hr.assistant@btdh.ca

Incomplete application will not be accepted.