

Key First Nation Health Director

General Responsibilities:

The Key First Nation Health Director is an executive support position responsible to work with the Key First Nation Chief and Council, Cuddly Cubs Daycare and staff affiliated with the Key First Nation personnel policy. Maintain a neat, clean physical appearance and encourage staff members to do the same. Make recommendations and suggestions to improve any part of the Key First Nation Health Program. Meet all staff responsibilities for which this description does not supersede, and satisfy such other expectations as may be assigned by the Supervisor.

Office Related Responsibilities:

- Operating and implementing a fiscal year budget
- Handling general Health Department issues with the Director of Operations and the Portfolio Councillors
- Ensure accurate time sheets for all Health Staff
- Completing monthly/quarterly financial reports
- Have excellent communication skills, written and oral.
- Have excellent computer skills
- Working in a team environment
- Managing the day to day operations of the Cuddly Cubs Daycare/ Head start program

Qualifications:

- Have the ability to behave in a patient, caring manner in all situations
- Possess a positive attitude toward Key First Nation Membership in the areas of health development and learning
- Must possess or be willing to work towards a certificate in Early Childhood Education
- Have a willingness to perform other job-related activities as required
- Have a professional attitude toward their profession
- Must have a Safe Food Handling Certificate
- Must have a resume, sign an oath of confidentiality, provide any medical information requested, must have First Aid and CPR Certification
- Must provide a Driver's License/Vehicle Registration/ Criminal Record Check upon application
- Must have a knowledge of the Medical Service Branch (MSB)/Health Canada reports/procedures and programs
- Must have a knowledge of the Yorkton Tribal Council Childcare reports/procedures/and programs

Wages are based on experience

Deadline for applications: **May 13, 2011**

Please Submit your resume to: **Key First Nation Health Centre Fax # (306) 594-2168**

Attention: Gilda Dokuchie