

EMPLOYMENT OPPORTUNITY

CIRCLE OF CARE HEALTH CENTER

HEALTH SERVICES COORDINATOR

Under the supervision of the Manager of Band Administration and Programs with overall responsibility to the Chief and Council and Health Committee, the Coordinator will be responsible for overseeing the day to day operations of the Circle of Care Health Center and will serve as the senior technical advisor to the Health Committee and the Pasqua First Nation on all matters involving the health programs and services.

General Duties:

- Day to day supervision of community health staff and service delivery in accordance with Band policies
- Preparation and monitoring of annual health operating budget
- Proposal research and development
- Technical assistance and coordination of Health Committee
- Health program work planning, monitoring and reporting to respective funding agents.

Qualifications:

- Certificate and/or Diploma from a recognized post- secondary institution in the area of administration, health administration or workplace management
- Ability to interpret, explain and understand complex funding arrangements
- Minimum of 2 years practical experience in a supervisory capacity including human resources and financial management
- Valid drivers' license and own reliable vehicle
- Ability to communicate clearly, in both written and oral form
- Computer literate
- Willing to work flexible hours when required

Submit resume, criminal record check and available to have a drug screening report along with 3 letters of reference by 4:30 p.m. Tuesday, April 30, 2013.

Manager of Band Administration and Programs

Box 79, Pasqua, Sk. SOG 5M0 or by fax to 306-332-5199

Thank you to those that apply. Only individuals who meet qualifications will be contacted for further consideration.