



PORTFOLIO LEAD – COMMUNITY HEALTH AND WELLNESS 211-21-2
ADMINISTRATION, HEALTH SERVICES
Full-Time

Applications will be received by Six Nations of the Grand River and Grand River Employment & Training (GREAT) up until 4:00 p.m. EST, Wednesday, **December 1, 2021**, for the Portfolio Lead – Community Health and Wellness with Administration, Health Services Department. The Six Nations of the Grand River Application for Employment Form, Job Posting and Job Description are available for printing from the www.greatsn.com website. Online applications accepted through <https://www.vscerberhosting.com/sixnations/>. **NO LATE APPLICATIONS ACCEPTED.**

Applicants from Six Nations and other First Nations will be given preference to deliver programs and services in a First Nations community.

JOB SUMMARY: The Portfolio Lead – community Health and Wellness reports to and receives direction from the Director of Health Services.

The Portfolio Lead – Community Health & Wellness provides leadership within the framework of the Haudenosaunee Wellness Model, and in alignment with the Six Nations Health Services strategic vision in the context of the broader Canadian health care system. The Portfolio Lead is a member of the Six Nations Health Services (SNHS) – Senior Health Leadership Team and is responsible for the planning, organization and coordination of the designated portfolio within the department and overseeing the administration and operation of their assigned area.

The position is accountable for the client care services within the portfolio including delivery, operation planning, people development, financial management and quality management. This role manages and facilitates relevant strategic change to ensure an environment that supports professional practice and continuous quality improvement.

In addition to the aforementioned, the Portfolio Lead will also accept responsibility for fostering an environment that has cultural values and principles of practice as foundation, encourages teamwork and participation of all staff to continuously improve effectiveness and efficiency of services.

A balanced year end budget is expected with all services being delivered on specification, on time and on budget in 100% of all cases.

Type	Full Time
Closing Date	December 1, 2021
Term:	Permanent
Hours of Work	35 hours weekly
Wage	TBD

BASIC QUALIFICATIONS:

- University graduate or post graduate degree in Health Sciences or related field or equivalent combination of experience and education.
- 3-5 years' experience in leading teams in community health promotion sector.
- Experience in leading change, building high functioning teams and effective-working relationships
- Skills in strategic planning, project management and effective resource management and utilization
- Demonstrated ability to contribute to the development and implementation of innovative solutions
- Working knowledge of governmental policies, programs, services and procedures at the Federal, Provincial and Regional levels relative to the delivery of health services.
- Evidence of lifelong learning & professional development.
- Comprehensive knowledge of standards of care, professional standards, best practice, evidence-informed decision making, legislative requirements, risk management and quality improvement.
- Demonstrated fiscally responsible experience managing multiple budgets.
- A no-nonsense professional approach in the day to day operations is expected.

SUBMISSION PROCEDURE: (Choose one method ONLY):

Six Nations Elected Council is an equal opportunity employer and will seek to accommodate the needs of individuals with disabilities in a manner that most respects their dignity. All candidates are encouraged to apply. Applicants from Six Nations and other First Nations will be given preference to deliver programs and services in a First Nations community. Based on the need to provide qualified professional services, only those applicants meeting the minimum requirements will be invited for an interview.

Method #1: Online

1. Please visit: <https://www.vscyberhosting.com/sixnations/> to access our job board and follow the directions to apply.
2. Please ensure all required documents are provided/uploaded with your application package, which include:
 - a. Cover letter including your band name and number (if applicable). Please indicate in your letter how your education and experience qualifies you for this position.
 - b. Recent resume clearly identifying that you meet the Basic Qualifications of this position as stipulated above.
 - c. Copy of your education diploma/degree/certificate and transcript.
3. If you have any questions or need assistance please reach out to Lesleigh Rusnak, Staffing Officer at 519-445-2223 ext 4343 or via email at StaffHR@sixnations.ca.

Method #2: GREAT – Applications must include all of the following:

1. Printed, filled in and authorized Six Nations of the Grand River Application for Employment Form.
2. Cover letter including your band name and number (if applicable). Please indicate in your letter how your education and experience qualifies you for this position.
3. Recent resume clearly identifying that you meet the Basic Qualifications of this position as stipulated above.
4. Photocopy of your education diploma/degree/certificate and transcript.
5. Place all documents listed above in a sealed envelope and mail to or drop off at:

Portfolio Lead – Community Health and Wellness – Full Time – 211-21-2

c/o Reception Desk

Grand River Employment & Training (GREAT)

P.O. Box 69, 16 Sunrise Court

Ohsweken, Ontario N0A 1M0



POSITION DESCRIPTION – HEALTH SERVICES

POSITION TITLE: Portfolio Lead – Community Health & Wellness

REPORTING RELATIONSHIP:

Reports to and receives direction from the Director of Health Services.

PURPOSE & SCOPE OF THE POSITION:

The Portfolio Lead – Community Health & Wellness provides leadership within the framework of the Haudenosaunee Wellness Model, and in alignment with the Six Nations Health Services strategic vision in the context of the broader Canadian health care system. The Portfolio Lead is a member of the Six Nations Health Services (SNHS) – Senior Health Leadership Team and is responsible for the planning, organization and coordination of the designated portfolio within the department and overseeing the administration and operation of their assigned area.

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In addition to the aforementioned, the Portfolio Lead will also accept responsibility for fostering an environment that has cultural values and principles of practice as foundation, encourages teamwork and participation of all staff to continuously improve effectiveness and efficiency of services.

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KEY DUTIES & RESPONSIBILITIES:

1. Technical Functions:

- Provides leadership and insight as a member of the leadership and management teams.
- Provides strategic guidance aligned with organization directions, strategies, and targets as well as the processes and tools to increase efficiencies and improve effectiveness of the services provided.
- Assists in the development of how the designated portfolio operationalizes the Six Nations Health Services mission, vision and strategic direction in a cohesive manner.
- Facilitates the development of interdisciplinary care teams, the Portfolio which is integral to implementing the Haudenosaunee Wellness Model Framework

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- Facilitates an environment which supports creativity and innovation in the delivery of patient care services.
- Participates in the preparation and monitoring of the annual operational and capital budgets for the Portfolio.
- Working with Health Leaders and Clinical Leads to ensure that programs have access to facilities, equipment, and resources necessary for the day-to-day functions and activities of the Portfolio.
- Ensures the focus of the services is based on outcomes and develops appropriate risk and quality indicators.
- Assist in the development, implementation, and evaluation of a portfolio resource (financial, human, and facilities) plan, which is consistent with the portfolio directions.
- Responsible for ensuring: professional practice, quality and safety standards are met; and provides leadership and coordination of activities in the planning and implementation of safety, quality improvement and risk management initiatives for the designated portfolio in collaboration with Senior Health Leadership
- The Portfolio Lead maintains compliance with internal and external guiding principles, as well as all applicable bylaws, regulations and statutes in support of the Haudenosaunee Wellness Model.
- Facilitate the development, implementation, and evaluation of portfolio goals and objectives.

2. **Communications Functions:**

- Consistently communicate the mission, vision, and values of SNHS.
 - Share information actively and regularly to enable decision making at the appropriate level.
 - Communicate effectively with clients and families, portfolio members and other programs and services.
 - Advises the Director of Health Services of all incidents, including situations presenting risk of litigation, hazardous trends and adverse publicity as well as client care issues
 - Participate in communication with community and regional partners for information sharing and networking as requested by the Director of Health Services.
 - Liaises with appropriate community partners to facilitate community linkages and a seamless continuum of care for patients
 - Promotes portfolio services to increase community awareness of programs offered.
 - Participates in committees for SNHS and portfolio planning.
 - Works with Director of Health Services and other agencies to identify and resolve community service issues.
 - Advocate for Six Nations community needs at every level of inter-agency communication.
 - Participate in on-going communication with agencies external to Six Nations for the purpose of awareness and potential program expansion, upon request.
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- Evaluation and improvement of protocols with relevant services located both on and off reserve.

- Support and promote an environment for personal development so that members of the portfolio can maximize their potential.
- Interpret policy consistently and fairly, and facilitate the constructive resolution of conflicts.

3. **Administrative Functions:**

- Ensures appropriate human, physical and financial resources are available and where unavailable, contingency plans are in place
- Ensures the adherence to department, portfolio, and program specific policies and procedures
- Facilitate the development of staff knowledge, skills and professional behavior which is consistent with the mission and vision of the department
- Facilitate ongoing development of portfolio team functioning.
- Ensures an internal credential process is in place for professionals who are required to renew registrations with their professional colleges annually.
- Assist in the development, implementation, and evaluation of the portfolio-designated programs within the context of the SNHS strategic direction.
- Contribute to the provision of safe and effective patient care and services by maintaining and improving standards of practice within the program.
- Support ongoing monitoring, coordinating, and reporting of quality and utilization data within the program.
- Responsible for performance management with staff: establish and identify their performance objectives, professional development goals and the strategies to facilitate continual growth; provides re-instruction, discipline, and termination of staff as required.
- Contribute to innovative resource allocation that supports rapid response to changing service requirements and revenue generating possibilities.
- Assist the program to meet the fiscal operational targets.

4. **Other Functions:**

- Assumes the role of the Acting Director of Health Services as assigned
- Provides support to the Six Nations Emergency Response Plan by ensuring awareness of the plan and assistance as instructed by the Director of Health Services
- Other duties as assigned or deemed necessary as relates to the position.
- It is the responsibility of the employee to be aware of and adhere to all policies and procedures, including those that relate to client safety, staff safety and risk management

WORKING CONDITIONS:

Position may be subject to mental stress; requires travel; requires extensive interactions with the department staff and the public, who at times may be hostile or irate.

Position has a high profile, extensive public contact and is subject to consistent deadlines and interruptions.

Work at times will be subject to unscheduled hours and out of office sessions.

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WORKING RELATIONSHIPS:

With the Director of Health Services

Receives direction, guidance, encouragement; discusses plans and priorities.

With the Health Leadership Team

Contributes technical support and advice regarding portfolio pressures to guide tactical, administrative and operational priorities and responsibilities required to achieve the vision and mission of SNHS

With Program Managers/Supervisors

Provides supervision, guidance, support and encouragement to direct reports; develop implementation plans and monitor program priorities.

With Other Staff

Maintains professionalism, co-operation and provides operational guidance for all staff respecting lines of authority;

With External Agencies

Represents and promotes Six Nations interests relative to health services; maintains awareness of legislative policy and program changes; seeks to develop and maintain working relationships.

With the Public

Represents and promotes the health services interests of Six Nations; develops positive working relationships with individuals, families and leaders of the Six Nations Community; works in a courteous, co-operative positive and proactive manner, provides information and advice.

KNOWLEDGE AND SKILLS:

Minimum Requirements:

- University graduate or post graduate degree in Health Sciences or related field or equivalent combination of experience and education.
- 3-5 years' experience in leading teams in community health promotion sector.
- Experience in leading change, building high functioning teams and effective-working relationships
- Skills in strategic planning, project management and effective resource management and utilization
- Demonstrated ability to contribute to the development and implementation of innovative solutions
- Working knowledge of governmental policies, programs, services and procedures at the Federal, Provincial and Regional levels relative to the delivery of health services.
- Evidence of lifelong learning & professional development.

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- Comprehensive knowledge of standards of care, professional standards, best practice, evidence-informed decision making, legislative requirements, risk management and quality improvement.
- Demonstrated fiscally responsible experience managing multiple budgets.
- A no-nonsense professional approach in the day to day operations is expected.

Other Related Competencies:

- Demonstrated experience in a First Nations Community.
- Health Care Professional in good standing with his/her respective College.
- Demonstrates ethical practice.
- Demonstrated excellence in communication both written and verbal.
- Demonstrated conflict management skills, project management, continuous quality improvement and change management.
- Excellent critical thinking/decision making knowledge & skills, program design, development.
- Able to prioritize and manage multiple priorities effectively.
- Strong computer/technology skills.
- Able to work independently, meet timelines, work within and lead a team, strong organizational skills.
- Creative, innovative and flexible.

IMPACT OF ERROR:

Errors in judgment, a lack of professionalism and errors in the conduct of duties will lead to loss of credibility, poor public relation, confusion, duplication of effort and misinformation being given to the Director of Health Services, Human Services Committee, Six Nations Elected Council, Government Agencies and the public.

Impact of error can result in legal liability and/or financial loss to self and/or Six Nations Elected Council.

CONTROL:

Works within the guiding principles set by the Director of Health Services and all administrative policies and procedures established by the Six Nations Elected Council for the Health Services department and other legislation provided by the respective government agencies.