



PROGRAM SUPERVISOR – COMMUNITY HEALTH and WELLNESS – 069-24-3
Community Health and Wellness, 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, **May 1, 2024**, for the **Program Supervisor – Community Health and Wellness with Community Health and Wellness, Health Services**. 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.vscyberhosting.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 **Program Supervisor – Community Health And Wellness** Reports to and works under the direction and supervision of the Portfolio Lead, Community Health & Wellness, Six Nations of the Grand River, which includes matters pertaining to the policies and procedures of Six Nations of the Grand River.

PURPOSE & SCOPE OF THE POSITION:

To assist the Portfolio Lead, Community Health & Wellness by overseeing the coordination and delivery of programs and services within the Six Nations community. The Community Health & Wellness Portfolio includes: health promotion, nutrition services, therapy services, diabetes wellness, dental, animal wellness, medical transportation and public health.

To manage a team supporting the promotion, prevention, education and intervention/therapeutic health services for the Six Nations community, with the emphasis on assisting individuals to achieve their fullest potential in communication, nutrition, physical & daily living skills through a community based intervention approach, while working within the administrative procedures established for the Program Supervisor-Community Health & Wellness position.

To assist the team members to plan, organize, develop and direct discipline specific services in accordance with current applicable federal, provincial, and local standards, guidelines and regulations, and assure that the highest degree of quality client care can be maintained at all times.



Type	Full Time
Closing Date	May 1, 2024
Hours of Work	35 hours per week
Wage	\$84,994 per annum

*A competitive compensation package will be offered commensurate with qualifications. *

BASIC QUALIFICATIONS:

Minimum Requirements:

- Bachelor's Degree and three years of related experience in a health setting.
OR
- College Diploma and three years of related experience including supervision of support staff in a health setting.
- Demonstrated experience working in an inter-disciplinary team.
- High level of computer skills – Microsoft Office – MS Word and Excel.

Other Related Skills:

- Strong project management skills and experience, including the ability to define and meet project purpose and objectives, undertake all project activities, monitor and track progress and communicate effectively with stakeholders.
- Demonstrated strong working knowledge and understanding of complex disease, rehabilitation, diabetes, nutrition and lifestyle issues in a First Nations Community
- Highly developed analytical, problem solving and negotiating skills.
- Ability to exercise discretion, judgment and work independently with a high degree of initiative and creativity in problem solving
- Excellent written and oral communication, presentation and interpersonal skills and the ability to work cooperatively with others in an interdisciplinary team.
- Excellent organizational skills
- Current driver's license and an insured vehicle.
- CPR and First Aid Certificate preferred.



SUBMISSION PROCEDURE: (Choose one method ONLY):

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 Eniola Owoso, HR Business Partner at 519-445-2223 ext. 5716 or via email at HRBP3@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:

Program Supervisor – Community Health and Wellness
Full Time - 069-24-3
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: **Program Supervisor- Community Health & Wellness**

REPORTING RELATIONSHIP:

Reports to and works under the direction and supervision of the Portfolio Lead, Community Health & Wellness, Six Nations of the Grand River, which includes matters pertaining to the policies and procedures of Six Nations of the Grand River.

PURPOSE & SCOPE OF THE POSITION:

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To assist the team members to plan, organize, develop and direct discipline specific services in accordance with current applicable federal, provincial, and local standards, guidelines and regulations, and assure that the highest degree of quality client care can be maintained at all times.

DUTIES & RESPONSIBILITIES:

1. Technical Functions:

- Program planning, development, evaluation for Regulated and Non-Regulated Health Professionals within the team
- Ensures that the mission, philosophy, goals and objectives of each program reflect services delivered and that these are communicated to staff
- Ensures programs are developed to meet the needs of the community. Reviews, modifies and evaluates programs. Gaps in services are identified. Financial resources/limitations are adhered to.



- Prepares program reports for the Portfolio Lead, Director of Health Services, Human Services Committee, Six Nations of the Grand River and funding agencies as required.
- Supports budgets, with Portfolio Lead, within funding agency guidelines.
- Monitors program budgets to ensure balancing of statements with the Portfolio Lead and Health Services Financial Control Officer and to ensure programs are operating within budget limits
- Develop required strategies to stay within budget.
- Monitors and prioritizes expenditures, reviews all cheque requisitions, ensures expenditures are appropriately coded.
- Reviews evaluation forms submitted by staff. Identifies areas of improvement and program overhaul as required.
- Daily supervision of staff.
- Identify and arrange for provision of necessary training for staff.
- Provides supervision of supportive personnel and students.
- Direct service delivery is based on capability to do so and also meet administrative demands.

2. **Communications Functions:**

- Promotes program services to increase community awareness of programs offered.
- Ensures community access to reliable education materials.
- Participates in committees for program planning.
- Works with other agencies to identify and resolve community service issues.
- Advocate for Six Nations community needs at every level of inter- agency communication.
- Establish on-going communication with agencies external to Six Nations for the purpose of awareness and potential program expansion.
- Maintain positive relations with Six Nations community services.
- Establishment, evaluation and improvement of protocols with relevant services located both on and off reserve.

3. **Administrative Functions:**

- Supports a culturally relevant program in conjunction with appropriate health team members as identified by client and community health needs.
- Consults with Portfolio Lead to ensure fair and just application of hiring process.
- Adheres to Six Nations Employment Policies
- Develops an orientation plan. Documents orientation of all new employees and student placement/ interns.
- Conducts an annual performance appraisal (PA) for all program staff.



- Makes available professional development for staff to maintain competencies. Tracks staff attendance at education opportunities to ensure adherence to organizational policies.
- Development and review of program policies and procedures that is culturally appropriate and meets legislative requirements.
- Ensures staff adheres to organizational policies and procedures.
- Manages day to day operations to meet fiscal and human resources.
- Support the writing of all activity and yearly reports meeting the criteria of the funding sources.
- Develop and maintain an appropriate database system that meets the legislative standards for health records documentation.
- Supports annual work plan for submission.

4. **Other Functions:**

- Performs related duties respective of educational qualifications and skill as may be required by the Portfolio Lead, Senior Leadership Team and Director of Health Services.
- Provides support for the Six Nations Emergency Measures Plan by ensuring awareness of the Emergency Measures Plan and assistance as instructed by the Director of Health Services.
- 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:

- Work requires physical activity and mental stress; requires working inside/outside; requires travel; requires extensive interactions with the public, who at times may be hostile or irate; subject to interruptions, deadlines, unscheduled hours.
- Work has a high public profile, extensive public contact and is subject to deadlines and interruptions.
- Work involves considerable out-of-office contact.
- Work requires the ability to prioritize tasks, work independently with minimal supervision, and cope with many demands and time constraints.
- Work may at times be subject to unscheduled hours.

WORKING RELATIONSHIPS:

With the Portfolio Lead

Receives direction, guidance and discusses plans, priorities to ensure tasks are done efficiently and effectively, receives instruction and supervision.

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.



With Department Staff

Liases, cooperates and provides encouragement; maintains control through teamwork and direction.

With Other Staff

Maintains cooperation and consideration with all staff.

With External Agencies

Represents and promotes Six Nations interests relative to Health Services, maintains awareness of legislative policy and program changes; seeks to develop sound, professional working relationships.

With the Public

Represents and promotes the health service interests of Six Nations; works in a courteous, co-operative, positive and proactive manner, provides information as requested.

KNOWLEDGE SKILLS:

Minimum Requirements:

- Bachelor's Degree and three years of related experience in a health setting.
OR
- College Diploma and three years of related experience including supervision of support staff in a health setting.
- Demonstrated experience working in an inter-disciplinary team.
- High level of computer skills – Microsoft Office – MS Word and Excel.

Other Related Skills:

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- Excellent organizational skills
- Current driver's license and an insured vehicle.
- CPR and First Aid Certificate preferred.

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IMPACT OF ERROR:

Errors in judgement and in the conduct of duties could lead to loss credibility, poor public relation, confusion, duplication of effort and misinformation being given to the Director of Health Services, Human Services Committee, Six Nations of the Grand River, Government Agencies and the public.

CONTROL:

Guiding principles set by Health Services Department and Six Nations of the Grand River. Works within the administrative policies and procedures established by the Six Nations of the Grand River for the Health Services Department and other legislation provided by the respective governments.