July 2026

STELLAT'EN FIRST NATION
A member of the Carrier Sekani Tribal Council in Fraser Lake BC

Position Title: **Health Manager of Health Services**

Reports To: **General Manager**

Department: **Health**

Hours: **Full- time**

Department Profile

In accordance with the mission statement of Carrier Sekani Family Services and Stellat'en First Nations; the Health Program is responsible for delivering programs and services using a holistic model of care and practicing in a culturally respectful and safe manner.

Job Description

The Health Manager of Health Services is responsible for oversight in community-based health programs aimed at prevention of disease and promotion of health, recommends community health initiatives, policy implications and best practice after reviewing health literature, statistics and internal research reviews and oversees specific community health programs from planning and design through implementation and evaluations. The health Manager plays a critical role in ensuring up to date reporting for grant funding and reporting to Chief and Council and community.

Responsibilities

Program Development

- Determine and implement appropriate governance, management, and service delivery models for all Health Department programs and services.
- Provide strategic leadership in the development, design, and submission of funding proposals and grant applications to government agencies and funding organizations.
- Establish departmental service priorities by assessing community needs, evaluating existing programs, and ensuring the development of responsive, culturally appropriate services and resources.
- Serve as the initial level of review and resolution for client, community member, and stakeholder concerns or appeals regarding program decisions or service delivery.
- Monitor, evaluate, and report on the effectiveness, quality, and compliance of health programs and services, providing recommendations for continuous improvement to the Health Manager of Health Services.
- Represent the Health Department and the Band at meetings, conferences, committees, and community events, presenting information and advocating on behalf of the organization as required.
- Lead the development and implementation of long-term strategic goals and operational plans for the Health Department in collaboration with managers, supervisors, and program staff.
- Oversee the planning, coordination, and delivery of training, orientation, and professional development opportunities for Community Committees, health staff, and program partners.

- Build and maintain collaborative relationships with Indigenous organizations, government agencies, health authorities, funding partners, and community stakeholders to strengthen partnerships and improve service delivery.
- Ensure departmental programs operate in accordance with funding agreements, legislation, Band policies, accreditation standards, and applicable health regulations.
- Promote continuous quality improvement by reviewing program outcomes, utilizing data to inform decision-making, and implementing evidence-informed best practices.
  -Attend and participate in meetings of Chief and Council, committees, funding agencies, regional health organizations, and other external partners as required, providing reports and recommendations on Health Department activities

Program Management

- Provide leadership which is collaborative in nature and contributes to the creation of motivated teams capable of providing and developing high standards of performance for all Health Services
- Provides leadership which is collaborative in nature with CSFS Health Services delivery
- Provide Leadership which is collaborative in nature with other health services provides such as CSFS Primary Care, CSFS Health and Wellness, Early Childhood Development, Mobile Diabetes care, Elders Health, FNHB, etc.
- Plans, develops, manages, coordinates and evaluates all related programs for effective services
- Ensure that Health Services programs are consistent with community and inclusive of effective consultation
- Ensure that services are coordinated and integrated with other agency departments and other government and non-government agencies and services wherever applicable and that protocols are in place and current where required
- Manage the delivery of programs in accordance with legislation, directives, policy, standards and approved procedures
- Provide leadership and direction to the integration of external and internal structures at the band and community level
- Identify financial resources that would enhance service delivery and oversee the completion of proposals for funding
- Ensure systems are implemented for all contracted reporting requirements and that obligations/deliverables are met for all Health Services programs and contracts
- Consult with the General Manager regarding the prioritization of work

Supervision

- Assign work directly to staff based on equitable workload and individual abilities
- Oversee the development and monitoring, planning, tracking, and office systems for Health programs
- Prepare reports on program activity for the Executive Director of Health, General Managers and Chief and Council of funders as required

- Oversee the development of advertisements, recruitment and hiring for all Health Services staff positions in collaboration with SFN HR Consultant and General Manager
- Ensure that Health Services' job descriptions and roles and responsibilities are reflective of job duties and program requirements in collaboration with SFN HR Consultant and General Manager
- Complete annual health staff performance evaluations
- Discipline staff according to Administrative Procedures Manual (APM) and in accordance to the Labor Standards Board guidelines and in consultation with Human Resources/General Manager
- Review, revise, and approve correspondence and reports that are produced by program staff before distribution
- Ensure that staff are familiar with the necessary policies, guidelines and legislative governing the operation of the program and that all staff review the APM on a yearly basis
- Oversee the establishment of staff salaries and increments in accordance to the program salary grids, industry standards and within budget allocations
- Oversee on the job management and supervisory training, orientation and completion of paperwork for new employees
- Identify additional training needs for program staff to ensure that staff acquire the range of knowledge, skills, and abilities necessary to complete job duties
- Conduct regular formal staff team meetings and team building activities
- Oversee consultation with staff to ensure that the delivery of services meet the band's standards and with the legislation and regulations governing delivery of services
- Act as a role model of expected behaviors, attitudes and ethics
- Interpret and instruct staff on the intent of policy, band's mandate and philosophy, acts, regulations, operations and procedures and notify any changes as required
- Provide consultation to staff in a clear and concise manner reflective of the band's mandate of providing services from a holistic indigenous perspective
- Ensure staff uphold all recording and documentation as per practice standards, band policy and legislative policy

Financial

- Approve program expenditures within the budgeted allotments
- Ensure that the allotted budget expenditures are consistent with bands philosophy and approved annual budgets which reflect the responsible execution of funds and minimize unnecessary costs
- Sign all purchase orders and cheque requisitions related to the program costs, submission of cheque requisitions, program managers and supervisors time sheets and accounts payable cheques for all programs under the health umbrella
- Oversee the negotiations of funds with external agencies/funders for all contracts and services associated with the Health Services Programs
- Oversee staff programs to ensure that band's property is maintained and that any damage or problems are corrected according to budget constraints, program requirements and policy

- Respond to and initiate such correspondence as is necessary to conduct efficient program business
- Oversee all Health Services programs to ensure that contractual obligations with funders are met
- Ensure that all financial paperwork is submitted for approval and payment as per policy for all contracts and services under the health umbrella
- Establish yearly budgets which encompasses all expected expenses and project any unforeseeable expenses that the program(s) may incur and manages substantial fiscal resources to ensure the most effective use of funds

Other related duties

- Continue the development of knowledge, skill and abilities and maintain current on relevant literature and research
- Represent the band at inter-government meetings and conferences relating to Health programs
- Support the Health Staff in implementing program changes, staff training and other work as required
- Write reports, provide briefing summaries and prepare issues documents as required
- All other duties as assigned

Skills, Knowledge, Abilities /Preferred Skills

Extensive knowledge of Stellat'en First Nation's culture, traditions, values, governance, and community priorities, with the ability to respectfully incorporate cultural teachings into health program planning and service delivery.

- Comprehensive knowledge of leadership and management principles, including staff supervision, coaching, performance management, organizational development, and team building.
- Excellent adaptability and change management skills, with the ability to effectively manage competing priorities, respond to changing circumstances, and remain flexible in a dynamic work environment.
- Advanced computer proficiency, including Microsoft Office Suite (Word, Excel, Outlook, PowerPoint), database management, virtual meeting platforms, and electronic records management systems.
- Strong interpersonal and conflict resolution skills, including the ability to build trust, maintain confidentiality, actively listen, facilitate productive discussions, and resolve conflict professionally while maintaining positive working relationships.
- Sound judgment and decision-making abilities**,** demonstrating integrity, critical thinking, and the ability to make timely, informed decisions while consulting appropriate stakeholders and clearly communicating the rationale for decisions.

- High standards of professionalism and ethical conduct, demonstrating accountability, respect, diplomacy, cultural humility, discretion, and a commitment to following through on responsibilities and commitments.
- Proven ability to build and maintain collaborative relationships with Chief and Council, Elders, community members, Indigenous organizations, government agencies, funding partners, healthcare providers, and other stakeholders to strengthen partnerships and improve community health outcomes
- Ability to maintain confidentiality and exercise discretion when handling sensitive client, employee, organizational, and community information.
- Demonstrated understanding of population health principles, including the social determinants of health, health promotion, prevention, community wellness, and culturally safe approaches to service delivery.

QUALIFICATIONS AND EDUCATION REQUIREMENTS

- Master's degree in health administration, Science-Technology and Policy and Management or a related field with a minimum of three years of management experience; or
- A bachelor's degree in health services management, Health Services Administration, Community Mental Health or a related field with a minimum of 2 years of management experience

Working Conditions

- Computer and typing required
- Manage several requests and tasks at one time and must be prepared to deal with emergencies and stressful situations at any time
- Occasionally lift and/or move up to 25 lbs.
- May be required to work evenings and weekends
- Exposure to travel in remote locations
- Will be expected to travel outside of local area
- May be required to use own vehicle

Special Conditions

- Initial and ongoing employment is subject to submission of a clear Criminal Record Check must be conducted every three years
- Must possess a valid driver's license

Tools/Equipment

- Use of computer and accessories; Windows Operating System, various software (including MS Office suite and Adobe, Xyntax, Excel, Power point).
- Use of tablets and video conferencing equipment

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