



JOB DESCRIPTION

Department: Administration and Finance

Job Title: Health Director

PURPOSE

The Health Director is responsible for providing leadership and overseeing the day-to-day operations of the Health Centre, ensuring disclosure and transparency at all levels within the organization and in accordance with all Health Board policies and procedures.

The Health Director will provide the vision, managerial, and administrative leadership necessary to develop and implement health care programs and services which meets the health needs of the members of the Bella Bella community.

REPORTING STRUCTURE

Reports to the Health Board of Directors

DUTIES AND RESPONSIBILITIES

1. Management and Leadership

- Implements Board/Committee priorities, strategies, plans
- Ensures the Board and members are informed on matters affecting the current and future plans of the Health Centre
- Encourages, establishes and maintains community support
- Champions community health and wellness education
- Develops and maintains positive and effective relations with First Nations Health Authority Canada, Coastal Health and other Health funders
- Acts as an advisor to the Board, Co-Chairs, & the Committee Chairs
- Provide ongoing training of the Board of Directors in areas of Board Governance
- Provides orientation for new Board members on administrative matters and Board processes
- Supports the development of Board of Director policies and processes
- Communicates to the key stakeholders that community health needs are being met or exceeded and if not, provides consultation and feedback where appropriate
- Takes initiative in addressing significant health issues
- Annually recommends a detailed one-year plan including capital and operating budgets and both intermediate and long-term plans according to the funding requirements of Health Canada
- Reports monthly on performance versus plan and recommends amendments to health delivery plans and budgets supported by factual backup documentation
- Timely and relevant communications and reporting with funding providers
- Actively participates with accreditation and other continuous improvement related activities
- Actively participates with client and staff safety initiatives and activities
- Maintains confidentiality of personal and business information
- Performs all duties and responsibilities in accordance with HHHCS policies
- Performs other duties as required



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2. Financial and Budgeting

- In consultation with Finance Coordinator, prepares annual budget and presents to the Board for approval
- Reports actual Core and Transfer/Restricted expenses in comparison with budget each month, accountable for budget variances
- Provides monthly visa billing review for the Board
- Recommends all operating and capital expenditures in excess of \$10,000.00
- All proposals are to be channeled through to health director for her sign off and copied to the finance coordinator
- All departments meet with the health director in partnership with the team leaders to review these expressions of interest to see if they fit into the mission and vision of the health centre

3. Health Care Delivery

- Prepares detailed annual, three year and five-year health care delivery plan and presents to the Board for approval
- Reports actual Core and Transfer/Restricted program results in comparison with program goals/benchmarks each month, accountable for program delivery results
- Evaluates the effectiveness of program delivery initiatives on community health, adjust as required and reports the adjustments to the Health Board
- Community health education and recognition activities
- Keeps abreast of changing trends and developments in health care, disease control, communicates potential impact on and makes recommendations for changes as necessary
- Annually surveys community needs, expectations, and satisfaction with health care delivery
- Achieves and maintains health care accreditation
- Patient complaint investigation and resolution
- Community complaint investigation and resolution

4. Human Resources

- In consultation with the HR Manager, the Health Director:
 - Sign all job offers and contracts, ensuring accuracy
 - Supply a human resource update on a monthly reporting
 - Performance appraisals for team member and team leads
 - Informal (ongoing)
 - Formal (at least at the end of the probation period and then annually thereafter)
 - Support the team leaders in the performance appraisals their conduct on their department staff on an annual basis
 - Provide the board with the results of the performance appraisals
 - Training
 - Overseeing training and a personal development plan for themselves, team members and team leaders.
 - Salary recommendations in accordance with program budgets
 - Discipline in accordance with current policy
 - Complaint procedure
 - Step 1 - Employees are encouraged to resolve issues with each other



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- Step 2 - Correcting Counselling discussion with immediate supervisor and/or Human Resources Manager
- Step 3 - Written complaints and meeting with the Health Director
- Step 4 - Written complaints and meeting with the Human Resources Committee of the Board
- Documentation and records
 - The Health Director will ensure that documents and records are dealt with according to current policy

5. Privacy & Security of Personal Information

Accountable and responsible for protecting personal information that is in the Steward of Hailika'as Heiltsuk Health Center Society. At a minimum, these accountabilities and responsibilities include:

- Acts in the role of Data Steward and Privacy Officer (shared with the IT System Administrator)
 - Protects personal information and community information that is collected, used, and disclosed by Hailika'as Heiltsuk Health Center Society
- Ensures the Health Centre meets the legislative authorities for protecting privacy.
- Overall responsible for information security, managing information assets, privacy and security safeguards, auditing safeguards, managing and collaborating on privacy breach investigations and acting on the outcomes of an investigation
- The implementation and security of the information management systems, including those shared with health care providers (e.g., First Nation Health Service Organizations, federal, provincial, and/or regional health care partners)
- Ensures health care partners and contracted organizations (e.g., information technology providers, facility managers, security providers, etc.) adhere to and support our Privacy and Security Framework
- Approves Information Sharing Agreements and ad-hoc requests for personal and/ or community information
- Advocates for the approval and improvement of the Privacy and Security Framework.
- Implements approved privacy and security policies and procedures
- Ensures the Privacy and Security Framework enables the balance between protecting personal and community information while meeting the business requirements of our organization, the community leaders and members
- Advocates for the stewardship and protection of the community information under the management of another organization
- Works collaboratively with the Business Owners assigned to each of the Information Assets and defines Privacy and Security requirements, policies, etc. to support the Health Centre Operational needs
- Works collaboratively with the Data Custodian and Business Owners assigned to each of the Information Assets and providing direction
- Manages (including communication) the Privacy and Security Framework and assessing to determine whether changes are required
- Completes and approves the Privacy Impact Assessment, Security Threat and Risk Assessment, and Business Continuity Plans
- Manages and is responsible for the Privacy and Security Action Plan
- Facilitates the approval of the Information Sharing Agreements and/or ad-hoc requests for



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disclosure of personal information

- Delegates related responsibilities and tasks and ensures they are being performed to the highest degree possible; and ensures the delegated parties have the knowledge, skills, and tools to perform their duties

6. Relationships

- Board Chair
- Co-Chairpersons
- Board of Directors
- Heiltsuk Tribal Council
- Health Canada officials and representatives
- Coastal Health officials and representatives
- Other funding organization representatives
- Local health care providers
- Community
- Committees (attends meetings) where required

QUALIFICATIONS

EDUCATION

- A graduate degree in a health-related discipline or administration

KNOWLEDGE:

- Vision Planning
- Change management
- Government Health Policies and Politics
- Thorough understanding of General Accepted Accounting Practices, budgeting, financial statement preparation and administration

EXPERIENCE:

- Eight years of proven excellence in health care management
- Proven and successful business leadership experience within a not-for-profit type setting
- Leadership
- Mentorship
- Development and maintenance of effective internal and external relationships
- Effective interpersonal skills working with small and large groups
- Presenting to the Public and able to present in the "public arena"
- Working under pressure



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OTHER:

- Articulate
- Takes Initiative
- Leads by Integrity, Values and Morals
- Has sound judgment, and good discretion
- Able to work in evenings, weekends
- Respects other cultures and able to integrate into those cultures
- Adaptable to isolated indigenous community