



Health Director, Indigenous Community Health Centre – Primary Care Network Campbell River & District

Our communities' Non-Profit host organization Laichwiltach Family Life Society in partnership with the Primary Care Network for Campbell River & District are inviting applications for a Health Director role with our brand new, and revolutionary Indigenous Community Health Centre.

Job Title:	Health Director
Reports to:	Laichwiltach Family Life Society, Executive Director
Status:	Full-time
Hours:	37.5 hours per week (flexible schedule)
Wage:	\$115,000 annually; including a comprehensive health and wellness benefits package
Closing Date:	October 11, 2024
Start Date:	October 28, 2024

About our Organizations & Partnership

Laichwiltach Family Life Society (LFLS): With a vision to empower and promote healing and education in our communities from an Aboriginal perspective, LFLS nurtures cultural awareness and self-sufficiency. Our services include family therapy, child and youth counselling, addictions recovery, and group activities. We envision a thriving, proud, respectful, and inclusive community.

Campbell River & District Primary Care Network (CRDPCN): CRDPCN aims to integrate health services, support patient medical home development, improve team-based care, and find primary care providers for unattached patients in the Campbell River & District communities. Our goals include creating an integrated system of care, improving care quality, and reducing racism towards Indigenous clients.

LFLS has partnered with CRDPCN to host the innovative Indigenous Community Health Centre (IHC), a 'first-of-its-kind' initiative to deliver culturally safe and respectful healthcare services to Indigenous communities across the region.

Your Role

The Health Director (HD) is responsible for the successful leadership and management of the Indigenous Community Health Centre in Campbell River, BC. This includes implementing a clear and concise service delivery plan, ensuring that the member Nations clients have access to safe, welcoming, efficient, quality health services, and consistently achieving the Centre's vision, mission and financial objectives. Reporting directly to the Executive Director, the HD assumes responsibility for the operation and management of all departments within the Health Centre, with a strong focus on cultural safety and respect for Indigenous values and traditions.

The HD holds the key leadership position within the Health Centre. Under the authority of the Executive Director the HD assumes complete responsibility for carrying out policies and regulations set by the Board. The HD has the authority to direct the implementation of the Centre's programs and services and is responsible for the management of all team members. The HD attends Board meetings as required to encourage ongoing reporting and open lines of communication.



Your Key Responsibilities

Leadership, Strategic Planning, and Board Support

- Provide direction in the development of programs and services, organizational and financial plans with the leadership team and staff, and for carrying out policies authorized by the Executive Director
- Serve as a professional advisor to the Executive Director to ensure that the Board is kept fully informed on the condition of the Centre and all-important factors influencing it
- Provide regular and reliable reports and statistics to the Executive Director and or Board on the Centre's progress
- Maintain a working knowledge of significant developments and trends in primary care strategy, consulting with the Primary Care Practitioners, Allied Health Practitioners as required
- Conduct regular internal and external environmental scans on emerging issues that may affect the Centre
- Set specific organizational and program/service level goals in collaboration with the Executive Director
- Identify the required resources needed to achieve organizational and program/service level goals
- Evaluate, in broad terms, the potential assets and liabilities of a project, proposal, or strategy as required to implement services into the centre ongoing
- Ensure all activities and strategies are aligned with the values of cultural safety, emphasizing respect for Indigenous traditions, customs, and social practices

Human Resources

- Determine staffing and contracting requirements for the Centre's operations and program delivery, and recruit, train, and mentor qualified staff
- Directly supervise the Medical Office Team, Allied Health Care Team for Primary Care, and other associated staff or employees or contracts
- Oversee the recruitment and management of all clinicians
- Develop, review regularly, and ensure HR policies, procedures, and job descriptions meet legislative requirements, such as the Employment Standards Act and WorkSafe BC
- Ensure regular performance evaluations for all staff and implement sound human resource practices
- Supervise, coach, and build a strong and collaborative team, facilitating open communication and ensuring ongoing wellness, development, recognition, and appreciation
- Interpret Board policy decisions to staff, contractors, and consultants via the Executive Director
- Foster an inclusive work environment that promotes cultural safety and competency, ensuring that all staff are trained in culturally appropriate practices

Finance and Fundraising

- Work with staff and the Executive Director to prepare a comprehensive annual budget aligned with strategic and operational plans.
- Manage Ministry of Health (MOH) and Island Health funding, recording, tracking payments, and updating monthly spreadsheets to ensure fiscal responsibility and meet year-end budgets
- Develop and maintain sound financial and bookkeeping practices, implementing the Board's policies for resource allocation and distribution
- Work with the Executive Director and Board to secure adequate funding for the Centre's operations and services, including researching funding sources and writing funding proposals
- Jointly, with the Executive Director, conduct official correspondence of the Society, and jointly, with designated officers, execute legal documents
- Ensure compliance with all legislation regarding taxation, withholdings, and remittances, and work with the bookkeeper/accountant and auditor annually or as required by funders

Ministry and Health Authority Engagement



- Communicate with MOH and health authority representatives for the Centre on a set monthly basis and as needed to review progress, support contract negotiations, and develop new strategies and staffing requirements.
- Attend monthly Primary Care Network meetings, providing program updates
- Provide monthly statistics to Island Health, MOH quarterly statistics, and Primary Care Network statistics for review
- Respond to and monitor all reporting requirements to the MOH

Communication/Media and Stakeholder Engagement

- Represent the programs and services, and point of view of the Centre to agencies, organizations, and the general public
- Promote community awareness of the Centre's mission and aims by speaking publicly on behalf of the Centre as required
- Communicate and engage with members, stakeholders, and the broader community to ensure information sharing and capacity building
- Maintain strong community relationships consistent with cultural customs, traditions, and social practices of the Member Nations
- Foster a positive public image of the Centre through active community engagement and outreach

Risk Management

- Identify and evaluate risks to the Centre's staff, contractors, property, finances, goodwill, and image, and implement measures to control risks
- Ensure that the Centre carries appropriate and adequate insurance coverage and that the staff understand the terms, conditions, and limitations of the coverage
- Encourage participation in the Board of BC Association of Community Health Centres (BCACHC) to support provincial development of community health centers and stay informed of changes or advancements in the Community Health Centre model

Your Achievements:

- Master's degree or relevant experience in a related health care field with significant experience in primary care health services and delivery or an equivalent combination of education and experience
- Minimum of five (5) years in the health sector, including three (3) years of leadership experience in various specialties related to the position
- Strong leadership and management experience, preferably in the non-profit sector, including human resource, operations, financial, and change management
- Strong strategic and business planning experience with the ability to think strategically and innovatively
- Experience as a capable user of a variety of computer and digital applications, specifically Microsoft Office programs, proposal and business writing skills, and presentation abilities
- Exposure to a First Nations health work environment is required
- Previous experience working in a First Nations community is required
- An equivalent combination of education and experience may be considered

Why Join our team?

- **Make a Difference:** Lead a pioneering initiative that significantly impacts the health and well-being of Indigenous communities, ensuring culturally safe and respectful healthcare services.



- **Community** **Engagement:** Work closely with Indigenous communities, fostering strong relationships and promoting cultural awareness and understanding.
- **Professional Growth:** Take on a challenging and rewarding leadership role that offers opportunities for professional development and career advancement.
- **Collaborative Environment:** Join a supportive team that values collaboration, open communication, and mutual respect, creating a positive and inclusive workplace.
- **Innovative Projects:** Be at the forefront of healthcare innovation, developing and implementing cutting-edge programs and services that address unique community needs.
- **Cultural Enrichment:** Immerse yourself in a culturally rich environment, learning from and contributing to the preservation and promotion of Indigenous traditions and practices.
- **Strategic Influence:** Play a key role in shaping the strategic direction of the Indigenous Community Health Centre, influencing policies and practices that promote health equity and inclusion for Indigenous communities across our region.

Hiring requirements:

- Ability to travel as required
- Valid BC Driver's License, valid car insurance, and reliable vehicle
- Ability to work flexible hours, including evenings and weekends as required
- Provide three (3) business references from direct supervisors familiar with the applicant's work.
- Pass Criminal Records Check
- Provide a current ICBC Driver's Abstract

How to apply:

- Submit your cover letter and resume noting 'Medical Director – ICHC' in the subject line to: executivedirector@lfls.ca