



HIAWATHA FIRST NATION

EMPLOYMENT OPPORTUNITY

Position Type: Internal/External

Position Title: Health and Social Services Manager

Location: Hiawatha, ON

Duration: Full-Time Permanent

Posting Closes/Deadline: August 10, 2025 at 11:59 pm

Tentative Interview Date: August 11-15, 2025

Salary Range: \$73,830-\$82,030

About Us:

Hiawatha is a vibrant First Nation community located on the beautiful north shore of Rice Lake. We are located approximately 20 minutes from Peterborough, ON and 45 minutes from Cobourg, ON. There are approximately 1000 registered citizens, with approximately 235 residing in Hiawatha. In the summer months our population increases significantly. Hiawatha is an employer that prides itself on diversity and fairness, providing a progressive working environment that fosters culture, positivity and growth.

Position Summary:

The Health and Social Services Manager (HSM) will be responsible for the overall integrity of the operations of the Health and Social Services Department. The HSM must provide efficient and effective management and administration in accordance with the vision, goals and strategies of Hiawatha First Nation Council (HFNC), the requirements of the funders, HFN's policies and procedures and all relevant legislation as applicable to HFN, specifically Health and Social programs and services. The HSM will lead, direct and coordinate the Health and Social department heads in the implementation and administration of the objectives, policies and programs as directed by the HFNC. The HSM will provide effective strategic leadership and responsible management to all Health and Social staff and will ensure an open and transparent atmosphere of collaboration and accountability. The incumbent must follow the strategic plans of the organization, adhering to the HFN vision and values.

Reporting:

This position will report to the Director of Health and Social Services (DHSS) and will be responsible to oversee Health and Social Service operations of the First Nation with direct supervision of the Child Wellness Promotion Worker, Indigenous Outreach Worker, Wholistic Health Coordinator, Healthy Lifestyle Worker, Family Wellbeing Coordinator, Community Support Worker, Community Health Nurse, Community Health Representative, and Cultural Coordinator. (This list of direct reports may change from time to time, based on the growth of the organization.)

Main Responsibilities:

- ✿ Inspiring a dedicated workforce to deliver exceptional community services and shape a workplace culture founded on trust and transparency;
- ✿ Ensuring the commitment of providing a high level of public service in a way that is founded by and supports cultural teachings, including the values of the 7 Grandfather Teachings;
- ✿ Continually striving for new and effective approaches to fulfilling HFNC's mandate and strategic objectives as they relate to Health and Social services;
- ✿ Ensuring that responsibilities of the HFN Health and Social Services operations (fiscal, legal and other) are satisfied through the HSM's personal and professional actions and those of all employees who report directly and indirectly to the HSM;
- ✿ Overseeing the quality and delivery of programs and services;
- ✿ Supports Human Resource activity for Health and Social Services staff;
- ✿ Responsible for the effective management and evaluation of Health and Social Services staff;
- ✿ Support in the development and delivery of and emergency management, preparedness and pandemic planning processes;
- ✿ Conducting regular meetings with team to ensure excellent communication flow with personnel and exceptional communication outward to all personnel where applicable;

- Establishing, ensuring compliance and adhering to management processes, policies and specific performance measures that clearly support HFN goals and strategies in the areas of Health and Social Services;
- Preparing and monitoring Health and Social Service budgets and transactions to ensure financial accountability and compliance with funding;
- Evaluating spending trends/financial forecasting of programs, expenditures and financial patterns to ensure financial compliance, controls, solvency and adherence to HFNC's accepted fiscal year budget and relevant funding arrangements in the area of Health and Social Services;
- Working with internal personnel and external funding agencies for writing proposals or conducting fundraising for the continuation in the delivery of quality programs and services;
- Ensuring the compliance and reporting of the contracts and agreements with funding agencies that HFNC have authorized and accepted are reviewed and reported on adhering to all required timelines;
- Developing partnerships within community and with external agencies;
- Liaising with governmental agencies, Indigenous organizations and other external stakeholders;
- Retrieving budget information from SAGE and providing to staff;
- Developing and delivering programming and elements of the Indigenous Healing and Wellness Strategy in accordance with relevant funding arrangements;
- Approving and monitoring staff attendance in coordination with the Wellbeing Services Manager;
- Provide orientation of new staff or service providers to administrative requirements;
- Managing and monitoring the electronic data base case management system;
- Meeting with citizens to review their issues, evaluate the resolution of the concern and decide upon the appropriate direction to follow in the program areas;
- Representing Hiawatha on various boards and committees related to both internal and external, as required;
- Other duties as assigned

Requirements:

- Post-Secondary Diploma or degree (preferred) in Health Management, Business Administration, Public Administration or another relevant degree or diploma; and
- Certified First Nations Health Manager Association or Certified Aboriginal Professional Administrator is an asset;
- Minimum three years of proven and successful related management experience in an organization of comparable size and scope; preferably in the areas of Health or Social Services and in a First Nations setting; or
- A combination of education, training or work experience which Hiawatha deems to be equivalent
- Must provide a satisfactory Vulnerable Sector Check
- Valid Driver's License

Knowledge, Skills and Abilities:

- Proven experience managing and administering a similar-sized and scope organization
- Experience with computer programs (i.e. Microsoft Office, email and internet, Sage 300, etc.)
- Experience with budget and financial management
- Experience in project management
- Experience with human resource/employee relation situations
- Excellent liaison and networking skills
- Ability to work as an individual and as part of a team
- Ability to lead a group of people and inspire positive outcomes
- Well developed interpersonal, public relations and relationship building skills
- Excellent communication (oral, electronic and written)
- Excellent organizational, time and file management skills
- Knowledge of legislation and government agencies
- Exhibits a high degree of initiative and self-direction
- Must be analytical with strong attention to detail
- Proactive problem solver with excellent conflict resolution skills
- Ability to broach difficult situations efficiently, effectively and with tact
- Exhibit a high degree of initiative and self-direction
- Knowledge of Child Protection and Family Revitalization Services

- Knowledge of basic planning approaches and tools

Behavioural Competencies:

- Must be an empathetic and non-judgemental person
- Must maintain strict confidentiality
- Be honest, respectful and trustworthy
- Be a team player
- Be an inspirational leader
- Possess cultural awareness and sensitivity
- Be creative and flexible
- Demonstrate sound work ethic
- Proven ability to work with people of diverse education, cultural and language backgrounds

Working Conditions:

- Working in an office environment
- Extended periods of sitting
- Extended periods of concentration
- Interaction with employees, management and the community
- Working in a busy office environment with frequent interruptions
- Working with tight deadlines, specifically in regard to workplans, budgeting and reporting
- Working with numerous budgets, in excess of 30 annually
- Working with situations that may be volatile in nature
- Working with situations that are political
- Working in a highly sensitive and confidential environment, specifically with Child Protection matters
- Working with situations where the outcome may change policy and may have a significant consequence on the First Nation

Application Process:

If you are interested in this opportunity and possess the above list of qualities and requirements, please forward your resume and cover letter via mail, email, fax or in person to:

By Mail: Hiawatha First Nation
431 Hiawatha Line
Hiawatha, ON
K9J 0E6
ATTN: Zachary Friar, HR Coordinator

By email: hr@hiawathafn.ca

For more information please contact Zachary Friar at (telephone) 705-295-4421 ext. 209 or (email) hr@hiawathafn.ca

To find out more about Hiawatha First Nation, please visit our website at www.hiawathafirstnation.com

- *The tentative interview date(s) are subject to change and are posted for planning purposes only*
- *Hiawatha is grateful for all who show interest in our First Nation and take the time to apply, however, only those chosen for an interview will be contacted*
- *Late applications will not be considered*
- *Hiawatha is an equal opportunity employer, as well, Hiawatha references Canada's Aboriginal Employment Preferences Policy*
- *Internal postings are for current staff and citizens of Hiawatha, Internal/External postings will give preference to internal applicants first*

We, the Mississaugi of Hiawatha First Nation, are a vibrant, proud, independent and healthy people balanced in the richness of our culture and traditional way of life.