



GRAND COUNCIL TREATY #3 EMPLOYMENT OPPORTUNITY

INTERNAL / TREATY 3 COMMUNITY POSTING ONLY

Position: Manager of Health Operations and Community Relations
Salary: \$75,000.00 up to \$83,500.00
Location: Kenora, ON
Closing Date: April 11th, 2025

Reporting to the Director of Health, the Manager of Health Operations and Community Relations is responsible for the direction and oversight of daily operations for the Health Department. The Manager of Health Operations and Community Relations serves as a bridge between the Department and Leadership, Communities, and Partners within Treaty #3, and will oversee the coordination, logistics, and implementation of key priority initiatives for the Department. This position will work closely with the advisory bodies and constituency councils for Grand Council Treaty #3, including the Health Experts Advisory Panel, Health Council, Health System Coordination Table, Social Chiefs Committee, and related.

Duties and Responsibilities:

- Advise the Director of Health, Executive Director, Ogichidaa(kwe), Chief's Committees, and advisory bodies/constituent councils in setting direction related to emerging issues identified through engagement and collaborative processes within the Department.
- Work with senior management and department managers to develop strategic communication and engagement plans to ensure transparency and accountability within Treaty #3.
- Oversee the Department financial reports, including expenditure coding and tracking, budget development and monitoring, and forecasting.
- Review and coordinate the submission of Department funding proposals with government or private partners.
- Coordinate Department purchases, including technology and software, office supplies, travel and accommodations, and related expenditures.
- Oversee the recruitment, onboarding, evaluation, and departure process for staff, including the development of job descriptions, training materials, equipment and email set up, and workplans.
- Develop and maintain relationships with Leadership, Communities, and Partners within Treaty #3.
- Manage the administrative team and oversee planning and execution of projects and initiatives, including the preparation of meeting materials, logistics and planning, and administrative support.
- Coordinate and facilitate Department meetings, as well as engagement and collaborative table meetings.
- Identify opportunities for collaboration and partnership with other organizations and agencies and develop strategic partnerships to advance Health Transformation priorities and goals.
- Maintain a community presence by attending community or partner events, meetings, and forums.

- Oversee the drafting and preparation of contracts for consultants, as well as ensuring prompt payment.
- Coordinate and oversee the completion and submission of reports to the Office of the Ogichidaa, Social Chiefs, and external parties as required, as well as prepare reports and presentations for interdepartmental or external collaboration.

Qualifications:

- Bachelor's degree in communications, community or government relations, or business administration with related experience in Management/Indigenous Affairs/Accounting/Public Relations.
- Exceptional organizational skills, experience managing multiple tasks and meeting deadlines with minimal supervision.
- Demonstrated project management skills with the ability to manage key initiatives and budgets.
- Demonstrated experience in building teams, developing team members, and promoting a safe work culture committed to growth and improvement.
- An effective communicator, negotiator, and consensus builder that can work collaboratively with team members, leadership, and partners to advance shared priorities and manage complex issues.
- Ability to manage sensitive or confidential information with discretion and professionalism.
- Ability to develop and maintain productive working relationships with representatives of government, community, organizations/agencies, and leadership.
- Excellent written and verbal communication skills and experience providing briefings, decision notes, and presentations on complex issues in a clear and understandable manner.
- Ability to work independently in a fast-paced environment, self-motivated and problem solve.
- Valid Class G licence with access to a reliable vehicle.
- Preference for Anishinaabe candidates and an ability to understand or communicate in Anishinaabemowin.
- Knowledge of Treaty #3 First Nation traditions, cultures, values, and history.
- Extensive understanding of diversity within First Nations.
- Current/valid vulnerable sector criminal records check.
- Ability/willingness to travel as required.

Preference will be given to those applicants with:

- An Anishinaabe background. Applicants with prior knowledge of the Anishinaabe Worldview have a basic understanding of the Ojibwe language and the Anishinaabe protocols and customs.
- Experience communicating and building relationships with Treaty 3 communities.

Working Conditions:

- Work weeks are 5 days, Monday to Friday, starting at 9:00 am and 4:30 pm.
- Entitled to one hour of unpaid time for lunch and two paid fifteen-minute breaks.
- Frequently exposed to noise and a regular flow of people around the office
- Frequently assigned to changing priorities
- May be required to work extra hours and will receive compensatory time off.

Please send cover letter, resume, and contact information for 3 references to the attention of::

Human Resources Department

Grand Council Treaty #3
P.O. Box 1720, Kenora, Ontario P9N 3X7
Email: hr@treaty3.ca

We would like to thank all candidates in advance for their interest in this position, however only those being considered will be contacted. At Grand Council Treaty #3, we value the unique skills and experiences each individual brings and are committed to creating and maintaining an inclusive and accessible environment for everyone. If you require accommodation during the recruitment and selection process, advise Human Resources when applying for the position.