



**Website:** [www.qalipu.ca](http://www.qalipu.ca)

### **Employment Opportunity**

**Job Title:** Manager of Health Services – Maternity Relief

**Location:** Corner Brook, NL

**Hours of Work:** 35 hrs/week

**Salary:** \$50,000./yr.

#### **Job Description and Requirements:**

Qalipu First Nation (QFN) is seeking the services of a Health Manager to develop and expand the delivery of health programming to its members. The Manager of Health will oversee the day-to-day activities of the Health Division, including management of various health related programs and services. As a key member of the Qalipu management team, the Health Manager will provide leadership and strategic support for the Health Division while focusing on developing programs to improve the overall health and wellness of Qalipu First Nation members.

#### **Responsibilities:**

- Creation and management of a Health Development Strategy for the Band
- Oversee implementation of the Non-Insured Health Benefits(NIHB) Navigation program
- Review of NIHB Funding Agreement in administering new member services
- Hosting stakeholder sessions for health service development
- Development of health services directory for members
- Directing health programs; managing financial budgeting, planning and accounting
- Promoting community awareness of health issues and programs
- Preparing all mandatory reports
- Assist the Band in the planning and delivery of special projects and programs

#### **Qualifications:**

Minimum completion of a Bachelor's Degree in a health related discipline. Preference will be given to a Registered Health Professional with a minimum of 3-5 years of Health Administration experience. Demonstrated success in management and project management and/or experience in health care business development would be an asset. An equivalent combination of education and experience may be considered.

#### **Working Conditions:**

This is an office based position with duties predominantly met during regular working hours. This is a management position with minimal supervision, therefore a high level of independence along with a strong work ethic is essential. Some travel and flexibility of work schedule may be required.

**Apply:** Please apply electronically using MS Word with three (3) current business references to: [jobopportunities@qalipu.ca](mailto:jobopportunities@qalipu.ca) with subject line: “**Manager of Health Services**”.

Qalipu First Nation  
Attention: Mrs. Janet McAuley, Office Manager  
3 Church Street  
Corner Brook, NL A2H 2Z4

**Deadline for receipt of Cover Letter and Resume:** February 10, 2017. 4:00 P.M.

**Please note:** If you are a member of Qalipu First Nation please indicate it in your application. Proof of Post-Secondary Education and Training will be required.

We would like to thank all applicants who apply; however, only applicants selected for an interview will be contacted.