

## JOB DESCRIPTION

### Health Transformation Program Manager

#### SUMMARY:

The *Health Transformation Program Manager* manages the coordination of administrative activities for the Health Transformation Team. Duties include planning, organizing, and overseeing a variety of activities to ensure efficient operation of the organization. The Health Program Manager will provide supervision and coordination to the Health Transformation staff as assigned. The Health Transformation Program Manager is expected to have a good understanding and appreciation for protocol, discretion, and professionalism; can accept and assume responsibility and can interpret and make decisions in accordance with prescribed procedures and practices of the organization.

#### DUTIES AND RESPONSIBILITIES:

- In collaboration with the Director of Health Transformation and relevant staff prepare and submit annual work plans, activity, financial and annual reports to funders.
- In collaboration with the Director of Health Transformation, track activities against the forecasted work plans and expenditures against budgets, update and revise as needed
- To assume responsibility for project management, committee participation or special assignment such as coordination of committee meetings or other events and preparation of agendas and required information materials.
- Determine program human resource requirements, supervise, and manage in accordance with approved policies and procedures including identifying training needs, coaching, and mentoring staff to improve performance.
- To manage the coordination and administration of NAN Health Transformation flow through agreements to First Nations, Letters of Agreements with NAN First Nations, Tribal Councils and Health Authorities, and Vendor Contracts which includes preparation, tracking, payments, and reporting.
- To oversee the planning and coordination of NAN-wide health workshops, training programs, forums, summits, and committee and/or working group meetings.
- To oversee the coordination of professional development workshops/courses for the Health Transformation Team
- To draft routine correspondence, briefing notes, memorandums, reports, and proposals for the Director of Health Transformation as requested.
- To ensure appropriate records of decisions, progress reports and file information are maintained on assigned activities and issues as required.
- In collaboration with the Director of Health Transformation, schedule regular staff and managers meetings.
- To perform other related duties as required.
-

- Work closely with other members of the Health Transformation team and other NAN Departments to coordinate strategies and prioritize issues.
- Prepare proposals, submissions, activity, and financial reports for the Health Transformation Team as required

## ACCOUNTABILITY

The Health Program Manager is under the day-to-day supervision of the Health Transformation Director and with overall accountability for performance to the Chief Administrative Officer. The Health Transformation Program Manager is expected to effectively represent NAN in a professional way regarding health policy and health initiatives with First Nations, Tribal Councils, regional and national First Nation organizations and the federal and provincial governments. .

## COMPETENCIES AND QUALIFICATIONS:

- Bachelor's degree in public health, social sciences, community development or an equivalent combination of education and related experience.
- Demonstrate knowledge of the broad spectrum of health and health care support systems; must understand the issues, concerns of health care system stakeholders as well as the trends, directions and models of delivery and governance that affect health care in the NAN territory.
- Experience in financial and program administration, including training, budgets and work plan development and reporting
- Excellent communication, computer, relationship building, conceptual and leadership skills.
- Ability and/or experience in managing programs and staff.
- Ability to provide thorough, well composed reports on specific issues within time limits.
- Fluency in a NAN dialect (Cree, Ojibway, or Oji-Cree) an asset.
- Initiative and ability to complete tasks with a minimum of guidance and supervision, and to manage competing demands in a team setting.
- Extensive travel may be required, and individual must be willing and able to travel as required.

**PORTFOLIO:**  
**LOCATION OF WORK:**  
**LAST REVIEW:**

**MANAGEMENT**  
**NAN OFFICE – Thunder Bay**  
**May 2022**