

Job Description

Director of Health Policy & Advocacy

Summary:

The Director of Health Policy & Advocacy is responsible for the overall management of the health department. Responsibilities include the overall planning, coordination, development and implementation of health priorities and projects to help facilitate the organization's vision and strategic plan for the provision of effective and efficient health services to First Nation communities.

Duties & Responsibilities:

- Oversee and manage effective and efficient day-to-day operations including planning, developing, coordinating, implementing, and evaluating strategic program work plans that incorporates and facilitates the vision, and strategic goals and objectives of the organization
- 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
- Fostering effective teamwork within the health department and with other programs within the organization
- Oversee and manage the planning, implementation, execution, and evaluation of health priorities and projects
- Manage financial resources including preparing and monitoring budgets, researching funding sources and developing funding proposals including negotiating for funding
- Liaise with partners to coordinate the exchange of information regarding health issues. Works with First Nations and Tribal Councils in providing liaison and advocacy with governmental departments and agencies on local health issues, for the purpose of resolving issues and achieving health related results
- Schedule, convene and attend meetings as needed (portfolio, staff, health projects, committee etc.)
- Manage/oversee the planning and coordination of NAN-wide health workshops, conferences, and meetings
- Develop communication strategies to ensure effective flow of communication with the Executive Council, Chiefs, First Nations people and other relevant organizations to identify changes
- Establish and maintain effective relationships and collaborative arrangements with communities, funders, politicians, and other organizations to help achieve the goals of the organization.
- Prepare reports, briefing notes, power point presentations as required
- Ensures the maintenance of an effective filing system that ensures records of activities, decisions, progress reports, health resolutions and telephone directories
- Effectively represent the best interest of NAN First Nations
- Participate in all meetings at a local, regional and/or national level as requested
- Support the NAN Chiefs'-in-Assembly, and NAN activities as required
- Attending all organizational meetings as requested and adhering to NAN policies, procedures, and protocols
- Plan, coordinate, attend and participate in de-brief meetings
- Complete all mandatory training assigned
- Performs all other related duties as required

Competencies And Qualifications:

Candidate must possess the following skills and attributes:

Education:

Master's degree, bachelor's degree or equivalent combination of education and experience in a related field is required.

Continuing education may be required to remain current in the field or to maintain professional credentials.

Experience:

5-7 years of management experience and department leadership experience is preferred.

Knowledge & Skills:

The Director of Health Policy & Advocacy requires considerable knowledge of business, community, economic and resource development as well as broad knowledge of methods, techniques or procedures which may be professional standards of practice in the field of work including:

- Strong analytical and organization skills with ability to work on a wide range of issues simultaneously
- Extensive knowledge of on-going First Nation issues and support systems with a solid understanding of the trends, directions and models of delivery and governance that affects NAN territory.
- Working knowledge of government legislation and interrelationships with the Treaties 9 & 5 and the Indian Act
- Excellent oral and written communication skills complimented by effective presentation and facilitation skills including proven leadership abilities, communications, and interpersonal skills necessary to interact effectively internally and externally to develop and maintain effective working relationships
- Strong skills in proposal development, negotiations, policy review and development
- Skilled in composition of detailed letters, policies, or directives where tone and style are important and includes complicated ideas where clarity and precision of language is critical
- Strong project management skills for effectively coordinating tasks, resources, and timelines to ensure successful project completion within scope, budget, and schedule constraints
- Solid organization and time management skills.
- Experience working with First Nations combined with strong knowledge and appreciation for First Nations culture, traditional practices, and protocols
- Must be able to respect confidentiality and make sound decisions
- Thorough knowledge and understanding of indigenous culture and traditions within the NAN territory and communities
- Fluency in NAN dialect (Cree, Anishininimowin or Ojibway) an asset
- Strong computer skills with expertise in Microsoft Word, Excel, and Power Point

Effort:

- Primarily desk work with prolonged sitting
- Work requires a moderate level of dexterity related to sustained keyboard use.

Working Conditions:

- Mainly working in an office setting
- Working within communities, away from home on a frequent basis
- Travelling in both commercial and smaller aircraft
- Highway driving may also be required
- Working with the public
- Working in various meeting locations as required

Financial Authority

This position has the authority to approve up to \$15,000.00

Accountability

This position is under the day-to-day supervision and overall accountability for performance to the Chief Administrative Officer.

COMPETENCIES AND QUALIFICATIONS:

Candidates must possess the following skills and attributes:

- Bachelor's degree in health or related field with a minimum of five (5) years' work experience in management in First Nation health or a combination of related education/training and a minimum of five (5) years management work experience
- Extensive knowledge of the broad spectrum of on-going health issues and health care support systems with a solid understanding of the trends, directions and models of delivery and governance that affect health care in the NAN territory
- Must have working knowledge of government health legislation and interrelationships with the Treaties 9 & 5 and the Indian Act
- Leadership abilities, communications, and interpersonal skills necessary to interact effectively internally and externally to develop and maintain effective working relationships
- Solid organization and contract management skills
- Excellent analytical and negotiation skills
- Excellent oral and written communication and time management skills
- Ability to execute and be a self-starter and follow through on projects
- Strong computer skills with expertise in Microsoft Word, Excel and Power Point
- Fluency in one of NAN's three languages (Cree, Ojibway or Anishininimowin) a definite asset

OTHER REQUIREMENTS OF THE POSITION:

- Willing and able to travel as required
- The position is located in the Thunder Bay office

ACCOUNTABILITY:

The Director of Health Policy & Advocacy has overall accountability for performance to the Chief Administrative Officer.

LOCATION: Thunder Bay
FILE: Health Policy and Advocacy
LAST UPDATED: July 2025

