What Does a Health Director Do At The Community Level
Tasks According To Job Description
JOB DESCRIPTION

TITLE: Director of Health and Social Services
SUPERVISOR: Port-folio holder of Health for E.V.F.N.

SUMMARY:
Under the direction of the Health port-folio holder, and in accordance with the policies adopted by the First Nation Council, the Director of Health and Social Services plans, coordinates and controls the activities of the health and social services and programs provided to the Eagle Village First Nation members.
DUTIES:

Plans, organizes, directs and controls the delivery of services offered by health professionals, brighter futures program officer, NAADAP and CHR Sports & Leisure, E.H.T’s and other health and social services programs to ensure; optimal use of resources, elimination of duplication, the availability and provision of quality services to the community and members.

Stays in close contact with members, families and the community to better appreciate their needs and assess the quality of services provided by the First Nation and Government programs.

Keeps abreast on the availability of programs and funds that may be of interest to the Eagle Village First Nation and its members.
DUTIES cont:

Coordinates the budget preparation for all social services and health programs, and submits these budgets to the Band manager for consideration and Council approval.

Maintains good relations and contact with Government representatives and negotiates funding agreements.

Ensures that the facilities, the equipment and documentation are conducive to the provision of quality and timely services.

Prepares and submits regular activity reports or forecast required to the Band manager, the First Nation Council or Government Ministries.

Reports to the Council trends that may have an impact on the services offered.
Tasks According to the Community

Financial responsibility:

- Review & authorize payments of all invoices (utilities, phone, equipment, contractors, service providers, rental, etc...)
- Periodical spot checks on workshop expenses (post svc audit) “PROOF”
- Review financial aspects of project proposals
- Keep up to date with spending
- Negotiate rates/jobs, etc...
- Prepare community report and presentation.
Human resources:

- Staff meetings for orientation, accountability, support and implication, ensuring cultural component
- Contractual work (review, update, negotiate, evaluate to ensure job market competiveness for health care workers)
- Recruitment, job postings for short, mid-term and long-term positions (all aspects).
- Policies and procedures (up to date involvement and periodical review) “driving force”
- Conflict resolution/discipline
- Time management validation
Relations with the milieu:

- Periodical meetings with agencies and organizations such as; CSSSLT (AHTF project and support), ARSSS, FNQLHSSC, CJAT, local community task forces or interest group
- Cultural awareness/sensitivity training
Regional Office of Health Canada:

- Reviewing and understanding C.A. agreements
- Reporting, reporting and reporting
- Program and activity evaluations, 5 year work plan
- Strategizing on adjusting activities to programs
- Keeping involved with communications and other program orientations (FNHCC, ADI, MCH, last minute funding, etc...)
- Regular meetings with Liaison
Operations and Maintenance:

- Make sure all physical aspects of workplace is safe and deficiencies are addressed accordingly
- Repeat the above for all other facilities under my authority, for example: skating rink/ball field... backup generator
- Prioritise with nursing staff the purchasing of medical equipment needed for day-to-day and homecare services
Examples of My Typical Day

Day 1

07:00  Paying bills by producing cheque requisitions, checking voice mail and email
07:50  Coffee with employees.....catch up
08:00  Meeting with SNL coordinator to review provincial funding proposal and reporting
09:00  Reviewing proposal and prioritising activities for Suicide project with Wellness worker
09:45  Meeting with CHN & Homecare nurse to review 2 cases involving treatment in Mtl, 1 with no family support and having 2 small children
10:30  Review 3 cases with medical transportation coordinator + vehicle repairs and meeting with 1 driver
11:00  Returning calls (5-8)
11:30  Discussing HR with Band manager, chief needs info on medical transportation case
12:00  Lunch......20 minutes most of the time!
12:45  Returning some emails that need attention.
13:15  Meeting with I.T. in preparation for provincial hook up for PIJ (social services)
13:50  Meeting with consultant working on Frontline services and HR policy review.
16:00  Returning calls
16:30  End of office day. Catch up on some reading till 17:00 Hrs
19:00  At the NNAAW workshop supporting addictions worker with her activity till 21:00.
Day 2

06:15  Reading training or workshop opportunities for staff from various sources, checking emails
08:00  NIHB issues follow up (average 2 to 4 weekly) They need to see the boss!
08:30  Staff meeting
10:00  F/U with CHN of flu shot progress and up-coming training
10:20  Met with a worker concerning tardiness (lives 6 houses down the street from me)
10:40  Met Chief to inform her of results and orientations from last NIHB working group meeting. Will be needing her support to bring issues to higher political level
11:20  Rep. from Richo copiers drops by to ensure customer satisfaction, nice but time consuming, will need to review new quotes.
11:40  Member of community in my office to inquire about meds and unload frustrations
12:40  Lunch
13:35  Meeting with Homecare nurse who wants his cake and eat it too...! Pressure from a Ontario region who seem to snaps them all up with their better salaries (border town)
14:30  Interview with FNQLHSSC for Diabetic Retinopathy project evaluation
15:00  Returning calls to community members
15:30  Status update reading for AHTF project. Hospital inquiring about funding
16:15  Returning some emails
16:35  Discussing nursing salary scales with CSSSLT HR Mgr...trying not to compete with each other or be used one against the other....!
17:15  Late for supper, Need to skin and stretch 2 beavers and a mink
Day 3

- 06:30 Start working on reports for Health Canada
- 08:00 Meeting with First line services worker to review work plan
- 08:50 Band member and fellow trapper stops by to share concerns for daughter who is battling with cervical cancer. All is dropped.
- 10:45 Homecare nurse giving me his 2 weeks notice..now going to work as his own agency.
- 11:00 Trying to regroup after a morning of bad news and uphill challenges. Answer emails and phone messages.
- 12:00 Lunch, need to take it.
- 13:45 Brief CHN on extra workload in new future and to prioritize essential programs and services
- 15:10 Commence search/posting strategies for full time nurse. Making calls.
- 16:15 Returning some emails and messages.
- 16:35 Meeting with Chief to inform her of H.R. Issues.
- 17:00 End of day, trying to leave it all at the office before going home.
Self care
Self care
Self care
Enjoy the teachings of our Elders
Pass on your knowledge
Don’t forget what is important!
“Family”