



P.O. Box 400 ♦ Fox Lake Reserve ♦ Chapleau, Ontario ♦ P0M 1K0

Tel: (705) 864-0784 ♦ Fax (705)864-1760

[reception@chapleaucree.ca](mailto:reception@chapleaucree.ca)

## EMPLOYMENT OPPORTUNITY

<b>Position:</b>	<b>Community Health Care Coordinator</b>
<b>Location:</b>	The Chapleau Cree First Nation (CCFN) is a member of the Mushkegowuk Council and is situated on the Fox Lake Reserve, located just outside the community of Chapleau. The community is approximately four hours north of Sault Ste. Marie and two hours southwest of Timmins.
<b>Description:</b>	The Community Healthcare Coordinator will provide leadership and direction in planning, organizing, implementing, maintaining and evaluating culturally relevant and safe health and wellness programs and services. These responsibilities need to be conducted in a manner that is respectful of diversity and in alignment with the culture and traditions of Chapleau Cree First Nation. The Community Healthcare Coordinator will also be responsible to coordinate intervention, directly or indirectly in emergency, trauma and crisis situations. The incumbent would need to communicate effectively with community members and partners about health opportunities and challenges in an informed and knowledgeable manner. This position reports directly to the Band Administrator.
<b>Minimum Education/Experience Qualifications:</b>	<ul style="list-style-type: none"><li>✓ Post-Secondary Diploma or Degree</li><li>✓ A valid, unencumbered Class G driver's license</li><li>✓ A clear Canadian Police Information Check (CPIC)</li></ul>
<b>Preferred Qualifications:</b>	<ul style="list-style-type: none"><li>✓ Bachelor's degree from an accredited college or university in a Health-related field.</li><li>✓ One-year experience in healthcare management.</li><li>✓ A solid working knowledge of contribution agreements between First Nations and Federal/Provincial partners.</li><li>✓ A demonstrated competency in health management and/or business-related discipline.</li></ul>
<b>Duties/Responsibilities:</b>	<ul style="list-style-type: none"><li>✓ Lead day-to-day supervision of health staff and contractors</li><li>✓ Coordinate all health, traditional and community programming offered by the Health Centre</li><li>✓ Ensure programs and services are in compliance with legislation and organizational policies and procedures</li><li>✓ Ensure financial management of programs and services including financial accountabilities and funding requirements</li><li>✓ Proactively seek out diverse funding sources to sustain health and wellness programs</li><li>✓ Prepare and monitor work plans, including reporting through regular and annual reports</li><li>✓ Respect cultural protocols and acknowledge and embrace the diversity of our knowledge systems</li><li>✓ Lead consultative processes regarding community health planning needs and opportunities</li><li>✓ Ensure emergency management, preparedness planning and/or pandemic planning is in place and well communicated</li><li>✓ Travel will be required</li><li>✓ May be required to respond to emergency situations</li><li>✓ Work overtime as required</li></ul>
<b>Wage:</b>	<b>\$ 63,200.00 - \$ 66,700.00</b>
<b>Closing Date:</b>	Until Filled

**Individuals are invited to submit their application, cover letter, résumé and three references to the following:**

Edith Larocque, Band Administrator  
Chapleau Cree First Nation  
P.O. Box 400  
Chapleau, ON P0M 1K0  
[bandadmin@chapleaucree.ca](mailto:bandadmin@chapleaucree.ca)

**We thank all applicants, but only those selected for an interview will be contacted.  
First Nation individuals and CCFN band members are encouraged to apply!**