



Occupying traditional territories that span from Cortes Island to Toba Inlet, the Klahoose Nation has existed since time before memory. Our primary village site, Squirrel Cove, is home to approximately eighty-five full-time residents who live and work on Cortes Island and in the surrounding areas. The remaining three hundred plus members reside in off reserve coastal communities in the lower mainland, and Washington State.

Why you'll love working at Klahoose First Nation:

- Full time position;
- In-person, Monday-Friday;
- Competitive hourly compensation range commensurate with experience; and
- Friendly and collaborative on-site work environment.

We are currently seeking a full time Health Centre Manager to oversee the day-to-day operations of the health centre within the Klahoose First Nation.

This position requires strong leadership skills and the ability to build and manage a team while ensuring the delivery of primary care in a remote and rural area.

The Health Centre Manager will be instrumental in developing and implementing the strategic plan of the health centre, aligning it with the community's goals and objectives

Under the supervision of the Director of Operations the duties and responsibilities of the Health Centre Manager include, but are not limited to, the following:

Team Management and Operations

- Oversees day-to-day operations of the health centre and staff, including recruitment, training, onboarding, and performance evaluation;
- Coordinates the scheduling of health centre staff to ensure optimal coverage;
- Develops, implements, and monitors the strategic plan of the health centre, ensuring alignment with the goals and objectives of the community, identifying any necessary adjustments or improvements along the way;
- Creatively develops programming that suits the needs of the community within the defined health strategy;
- Maintains and order medical supplies necessary for the operation of the health centre; and
- Manages administrative payroll tasks, including collecting timesheets, managing hours, and ensuring timely payroll submission.

Physician and Patient Care Coordination

- Coordinates physician care within the community, ensuring regular appointments are scheduled every two weeks; and



- Collaborates with the Cortes Island Health Facility to coordinate patient care and referrals as needed.

Budget Management and Reporting

- Responsible for the full health centre budget, ensuring adherence to financial guidelines and reporting requirements;
- Assists in identifying funding opportunities for projects aligned with the health strategy; and
- Prepares and submits government reports and coordinates yearly audits.

Collaboration and Relationship Management

- Collaborates with the First Nation Health Authority, Indigenous Services Canada, and other relevant stakeholders to ensure effective health service delivery;
- Collaborates with contract roles, such as doctors, psychologists, dentists, and optometrists, to ensure comprehensive healthcare services; and
- Fosters working relationships with health professionals and community members to incorporate traditional and cultural health approaches into service delivery.

The successful candidate will possess the following qualifications:

- Post-secondary degree preferred in a health profession or health administration;
- Minimum of Five (5) years of management experience, preferably in a healthcare setting;
- Demonstrated experience overseeing and building a team of healthcare professionals;
- Knowledge and respect for the cultural and traditional health approaches of the First Nation community;
- Strong understanding of primary care in a remote and rural area;
- Excellent organizational, communication, and leadership skills;
- Familiarity with government reporting and financial management; and
- Ability to work collaboratively and establish positive working relationships with diverse stakeholders.

Kindly forward your resume and with cover letter via email to recruitment@klahoose.org

Klahoose First Nation welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the recruitment and selection process.

For more information, check us out online at <https://www.klahoosefirstnation.org/>