

EMPLOYMENT OPPORTUNITY



The Confederacy of Mainland Mi'kmaq

Department of Health

Senior Director of Health & Social Services

The Confederacy of Mainland Mi'kmaq (The CMM) is a Tribal Council representing eight Mi'kmaq communities of mainland Nova Scotia. Our mission is to proactively promote and assist Mi'kmaq communities' initiatives towards self-determination and enhancement of community. The CMM is located in the Millbrook Mi'kmaw Community in Nova Scotia and has over 100 Employees. The CMM is currently looking for an energetic, mature and independent candidate to fill the role of Senior Director of Health & Social Services for the organization.

Reporting to the Executive Director, the Senior Director of Health & Social Services is responsible for planning, direction and overseeing the operations and financial management of the health unit for our 8 member communities. Duties include gathering, analyzing, and distributing relevant health related information to The CMM Health Committee and The CMM Board of Directors. S/he will represent The CMM on Provincial, Regional, and Federal health committees as directed by The CMM Health Committee and Board of Directors. S/he will write proposals for collective health related projects/programs and provide assistance to health directors when writing their community proposals and reports. Other duties include acting as a liaison with provincial and federal government on behalf of The CMM membership communities. Representing CMM member communities on provincial, regional, and federal health committees as directed. Reviewing program budgets and proposals at the federal and provincial levels as required. S/he will be able to understand and communicate the overall operational, budgetary, and financial responsibilities of the programs and projects of the Department. S/he will plan for, develop, and generate a strategic plan for the Department – this will include identifying and acquiring existing resources and coordinating the efforts in its development. The Senior Director will also prepare and recommend budgets; plan and maintain systems and procedures for operating efficiency; and, supervise and manage departmental staff.

Position Requirements:

- Must have a minimum of five (5) years relevant working experience
- Must have a post-secondary degree in a related field
- Ability to apply creativity and innovative thinking to community focused solutions
- Highly skilled in areas of planning, analysis and presentation
- Proven leadership capacity and management skills
- Knowledge of federal and provincial legislation, programs and services relative to Tribal Organizations
- Comprehensive knowledge and understanding of Nova Scotia's Mi'kmaw community, its political framework, and administrative/service Programs
- Knowledge of Human Resources management, financial management, and project management
- Computer literacy and proficiency in financial management, e-mail and internet software, Microsoft Word, Power Point, Word perfect and Adobe Acrobat
- Strong ability to organize effectively, delegate responsibility, solve problems quickly and communicate clearly
- Desirable personal characteristics include adaptability, ethical behaviour and strategic thinking
- Must have a good understanding of the Indian Act and Mi'kmaq Aboriginal and Treaty rights
- Must have reliable transportation, drivers' license and the ability to travel

Salary/Employment Term:

Salary range: \$65,000-\$75,00/year based on qualifications and experience. This is a permanent fulltime position subject to the policies and practice of the CMM. The CMM offers a substantial benefits package to all employees.

Application Deadline: June 22, 2020

Submit Cover Letter AND Resume to:

Human Resources
c/o The Confederacy of Mainland Mi'kmaq
PO Box 1590, Truro, Nova Scotia B2N 5V3
Email: HR@cmmns.com

*We are an equal opportunity employer; however, qualified Aboriginal applicants will be given priority in accordance with the Aboriginal Employment Preference Policy of the Canadian Human Rights Commission. **Only those applicants who provide up-to-date CV along with Cover Letter and qualify for interview will be contacted.** The successful candidate may be required to submit a current criminal record check. **Non-Canadian applicants must be able to provide proof of current entitlement or eligibility to work in Canada.***