



The Confederacy of Mainland Mi'kmaq



# OPPORTUNITY BRIEF

Director of Health and  
Social Services

# STATEMENT OF INTENTION

We deeply value the diverse perspectives and experiences that strengthen our team and community. In line with the Indigenous Employment Preference Policy of the Canadian Human Rights Commission, we encourage qualified Mi'kmaq and other Indigenous/First Nations applicants to self-identify and will prioritize these applications.

We also warmly welcome applications from all equity-deserving individuals including those who identify as African Nova Scotian, Black, racialized, a person with disabilities, 2SLGBTQIA+, or newcomers to Canada. If you're comfortable, please share this information and your pronouns in your application.

To ensure a thoughtful and inclusive process, we've partnered with the P4G search team, who are committed to fostering a safe and supportive environment. They're here to listen and help accommodate your needs, making sure your journey with us is intentional and inclusive.

## About The CMM

The Confederacy of Mainland Mi'kmaq (The CMM), incorporated in 1986 as a not-for-profit under Nova Scotia's Societies Act, began with two staff members and has since grown to close to 200. Its mission is to proactively promote and support Mi'kmaw communities' self-determination, well-being, and community enhancement.

The CMM serves eight Mi'kmaw communities: Wasoqopa'q, Annapolis Valley, Bear River, Glooscap, Millbrook, Paqtnkek, Pictou Landing and Sipekne'katik. Originally mandated by Indian and Northern Affairs Canada (INAC) to provide advisory services in finance, economic development, community planning, technical services, and governance, The CMM expanded its scope in response to the evolving priorities of its member communities.

The Health and Social Services Department, established in Spring 2020 as part of The CMM's Strategic Plan, builds on the work of the former Health Unit. The department is committed to promoting health and wellness across all ages, supporting children, families, adults, and Elders. It focuses on integrating culture into service delivery, offering training, knowledge-sharing, and advocacy. Additionally, the department represents The CMM communities at regional and local health tables, advocating for improved health services and resources.

## THIS MOMENT, THIS POSITION

The Director of Health and Social Services is a key leadership role within The Confederacy of Mainland Mi'kmaq, dedicated to supporting the health and wellness of Mi'kmaq communities. As the organization continues to expand its impact, this position ensures the effective delivery of culturally grounded programs and services tailored to meet the evolving needs of member communities.

Under the direction of and reporting to the Executive Director, the Director is responsible for planning, directing, and overseeing the operations and financial management of the health unit. This includes working closely with community health directors and other partners to ensure that all program activities align with the priorities and requirements of the communities.

This role combines strategic vision with technical expertise to address the complexities of health and social service delivery. It provides an opportunity to shape the department's focus, enhance collaboration, and create meaningful and lasting impact for individuals and families across the region.

## POSITION RESPONSIBILITIES

### **Human Dynamics**

- Coordinate, oversee, and delegate the work and priorities of the health management staff, empowering them to take responsibility for their jobs, tasks, and priorities.
- In collaboration with the Manager of Human Resources, design and administer the recruitment process per the CMM policy, participate in interviews for the CMM staff as appropriate, and recommend successful candidates to the Executive Director for approval.
- Approve Job Descriptions and postings for staff in the Department.
- Ensure performance evaluations are completed for all staff in the department and professional development plans are developed as required.
- Review and approve annual work plans of departmental program managers, ensuring compliance with the CMM Personnel and HR Policies.



## RESPONSIBILITIES CONTINUED

### **Operations and Fiscal Management**

- Supervise, plan, and oversee the operations and fiscal requirements, including budgets (within funding requirements and parameters), of Jordan's Principle and Wellness programs, ensuring compliance with financial management practices.
- Oversee financial forecasting and adjustments to meet budgetary constraints.

### **Strategic Direction and Program Development**

- Establish strategic direction based on the requirements of the member communities, set performance and operational expectations for the staff and programs, and develop or oversee new initiatives that complement the work of Health and Social Services (including proposal writing, funding negotiations, staffing, implementation, logistics, etc.).
- Lead and deliver on the five-year strategic plan for the Health and Social Services and implement Health and Social Services aspects of The CMM's Strategic Plan.

### **Collaboration with Interest Holders and Partners**

- Collaborate with Health Directors, community partners, agencies, and other Interest Holders to ensure the alignment of health programs with the needs of the member communities.
- Build and maintain strong relationships with external partners and agencies to foster cooperation and collaboration in health and wellness initiatives.
- Ensure continuous communication and coordination with community Interest Holders to address emerging health priorities and service delivery needs.

### **Work Plan and Reporting**

- Review and approve annual work plans of departmental program managers and submit monthly reports to The CMM Board of Directors, summarizing program activities.
- Develop and submit an annual report summarizing all activities and statistics of the programs.

## WHAT WILL HELP YOU SUCCEED?

- An undergraduate degree in a related field (e.g., health-related, business administration, management).
- At least five years of experience in an advocacy role, with strong leadership and management skills, including experience leading multidisciplinary teams within a healthcare or wellness setting.
- Experience working with First Nations/Indigenous communities, service delivery organizations, and applicable government programming.
- A deep understanding of Mi'kmaw culture, communities, and organizations, alongside knowledge of Indigenous cultures more broadly.
- Familiarity with provincial health services and a solid understanding of the First Nations Inuit Health Branch, Indigenous Services Canada, and related programs and responsibilities.
- Knowledge and working experience with the Truth and Reconciliation Calls to Action and the ongoing impact of Residential Schools on survivors and their descendants.
- Knowledge and understanding of Indigenous and social determinants of health.
- Strong ability to manage multiple priorities while ensuring clients are well-served and relationships are developed and maintained.
- Analytical and critical thinking skills for problem-solving and identifying specific needs and potential solutions.
- Proficiency in Microsoft Office and various communication mediums (e.g., meetings, training, presentations).
- Some familiarity with the Mi'kmaw language (an asset) or willingness to learn Mi'kmaw greetings.



# THE PACKAGE

SALARY: \$90,000 - \$110,000 Annually

- RRSP Matching Immediately
- Group Insurance Immediately
- A 4-day Work Week
- Indigenous and non-indigenous Holidays
- Summer and December shutdown
- Schedule flexibility and a team that values work-life balance.

Location: 52 Legends Avenue, Millbrook FN, B6L 0A3 (Travel will be required)

A valid driver's license, criminal record check, vulnerable sector check and child abuse registry check will be required.



## WHAT TO EXPECT

- We closely review all applications and read each cover letter (we promise).
- If you are selected as a top candidate, expect an invitation to chat with a Lead Placemaker from P4G. This is someone who treats the recruitment process non-traditionally. We want to get to know what inspires you.
- Selected candidates will proceed to a virtual interview with the Lead P4G Placemaker and 2-3 organization representatives.
- Finalists may participate in a second round interview or skills activity (virtual or in person).
- P4G will check employment references and assist in presenting an offer to the successful candidate.

**Applications will be accepted until December 13th, 2024.**

**Please be sure to include a cover letter that speaks to your experience, but we also want to get a glimpse of your personality.**

**Apply now by Clicking Here!**

**Don't be generic. Be yourself.**