



NAICATCHEWENIN FIRST NATION

EMPLOYMENT OPPORTUNITY

Naicatchewenin First Nation
invites applications for the position of

Director of Health and Social Services

Naicatchewenin First Nation is seeking a highly skilled, professional, and dedicated individual to join our team as the Director of Health and Social Services. This senior management position is responsible for the overall development, administration, and evaluation of all NFN Health and Social Services programs.

The Director of Health and Social Services is responsible for overseeing all Health and Social Services departments including the Community Care Program, providing leadership, guidance, and direction to Supervisors and staff. The Director works closely with the Band Manager, other NFN Directors, Chief and Council, and external partners to ensure that programs and services are effectively delivered to meet the needs of community members. This position requires a highly organized and strategic leader who is capable of managing multiple programs, overseeing budgets, developing and implementing policies, and creating innovative initiatives to strengthen the overall health and well-being of Naicatchewenin First Nation. This is a full-time position working Monday to Thursday; 9:00AM -4:30PM and Friday; 9:00AM – 2:30PM and occasionally flexible hours depending on the need of the programs.

Duties and Responsibilities:

- Oversee daily operations and supervision of all Health and Social Services departments, including the Community Care Program.
- Provide leadership, direction, and mentorship to department Supervisors and staff.
- Assist in the recruitment, orientation, and training of new team members in all related departments.
- Support Supervisors through coaching, development, and performance management in collaboration with Human Resources.
- Receive and resolve complaints and workplace conflicts not resolved at the supervisory level.
- Maintain accurate and comprehensive data on departmental activities.
- Enforce NFN's progressive discipline process in consultation with Human Resources.
- Ensure adherence to all professional and organizational standards, policies, and procedures.
- Collaborate with Chief and Council and other Directors to establish departmental goals and objectives.
- Complete and submit all required reports and funding documents.
- Represent the department at meetings, conferences, and external committees.
- Research, prepare, and submit funding proposals to expand and enhance community programs.
- Manage departmental budgets, approve expenditures, and prepare financial statements for Chief and Council.

- Ensure that all annual work plans, evaluations, and reports are completed and submitted on time.
- Review and evaluate services to ensure alignment with community needs.
- Support the review, development, and implementation of policies and procedures.
- Maintain accurate filing systems (electronic and paper).
- Act in the capacity of Supervisors when required during absences.
- Ensure emergency response planning and First Response Team readiness.
- Promote staff training and professional development in all areas of health and social services.
- Address and oversee community animal control issues.
- Foster strong working relationships with community members, agencies, and service providers.
- Promote a culture of safety and compliance with all NFN health and safety policies.
- Perform other duties as assigned.

Qualifications:

- University degree and/or college diploma in Health or Social Services field.
- Minimum of 5–10 years' experience in Health and/or Social Services sector.
- Minimum of 5–10 years' experience in management and supervision of employees.
- In-depth knowledge of Federal and Provincial Health and Social Services programs.
- Strong knowledge of funding structures, reporting, and proposal development.
- Experience with program development, implementation, and evaluation.
- Must possess a valid driver's license, clean driver's abstract, and be insurable.
- Must possess or be willing to obtain current First Aid and CPR certification.
- Must successfully complete a vulnerable sector criminal records check and drug and alcohol test prior to employment.

Essential Skills:

- Strong leadership and management skills with the ability to coach and develop others.
- Excellent communication, presentation, and interpersonal skills.
- Proven ability to develop comprehensive funding proposals and prepare accurate, timely funding reports.
- Strong conflict resolution and problem-solving abilities.
- Proficiency in Microsoft Office applications (Word, Excel, PowerPoint, Outlook).
- Strong organizational and time management skills.
- Ability to work independently and collaboratively as part of a management team.
- Commitment to continuous learning and staff development.
- Understanding and respect for Anishinaabe culture, traditions, and community protocols.
- Ability to communicate in Anishinaabemowin is considered an asset.

What's in it for you?

A fun, safe, clean, culturally enriched work environment

Competitive wages

**Opportunities for ongoing Training & Development
Full Scope Benefits
RRSP Match**

**Health and Wellness Benefits, including but limited to: Extended Health, Dental, Employee Assistance
Programs, and Lifestyle Spending Account
Other Naicatchewenin First Nation Employee Benefits**

For all enquiries, please contact Darlene Smith at 807-486-3407 ext. 222. Email: careers@nwbay.ca.

To Apply:

Please submit cover letter, resume, and three (3) professional references to:

Human Resources Department
Naicatchewenin First Nation
R.R. #1, Box 15
Devlin, ON P0W 1C0
Email: careers@nwbay.ca

Closing Date for Applications: 2:30PM on Friday, September 25, 2026.

A complete job description can be provided upon request.

Disability-related accommodations during the recruitment process are available upon request.