



BRUNSWICK HOUSE FIRST NATION

P.O. BOX 1178
HWY, 101 EAST
CHAPLEAU, ON
P0M 1K0

EMPLOYMENT OPPORTUNITY

POSITION:	Interim Health Manager / Fixed-term CONTRACT
STARTING SALARY:	\$35/hr
REPORTS TO:	Executive Director
LOCATION:	BRUNSWICK HOUSE FIRST NATION HEALTH CENTRE

Brunswick House First Nation Band Members are encouraged to apply

OVERVIEW:

The **Interim Health Manager** is responsible for the overall leadership, management, and delivery of all Health Services within Brunswick House First Nation. This role requires strong operational oversight, strategic planning, and the ability to manage a community-focused health service delivery system. The Health Manager will support the implementation of health operational strategies, oversee human resources within the Health Services division, and ensure Council is fully informed of activities and finances on a monthly basis. Council will serve in an advisory capacity only.

Key Duties & Responsibilities

- **Health Budget Management** — Manage the health budget in an accountable and transparent manner; financial knowledge is considered an asset.
- **Funding Agreements** — Demonstrate strong understanding of Federal and Provincial funding partners and Contribution Funding Agreements.
- **Cultural Awareness** — Maintain awareness of Brunswick House First Nation culture and community needs.
- **Traditional Health Approaches** — Ensure traditional and cultural health practices are integrated into all health services.
- **Team Collaboration** — Work collaboratively with all staff to support effective service delivery.
- **Executive Administration** — Prepare and distribute agendas, background materials, minutes, and support strategic planning processes.
- **External Relations** — Maintain strong working relationships with ISC/Health Canada, Band Council, Wabun Tribal Council Health Services, local hospitals, and health professionals.
- **Emergency & Pandemic Planning** — Coordinate the development and maintenance of emergency response and pandemic plans.
- **Financial Oversight** — Oversee full-cycle financial management to ensure accountability and efficient use of resources.
- **Leadership** — Lead by example, demonstrating integrity, respect, creativity, and a commitment to empowering staff.
- **Strategic Planning** — Develop annual work plans and long-term health service visions.
- **Disciplinary Processes** — Implement a progressive disciplinary process and pursue additional funding opportunities.
- **Performance Indicators** — Develop and monitor health performance indicators.
- **Communication & Reporting** — Prepare clear written communications and secure/maintain funding for programs and services.
- **Multitasking & Prioritization** — Manage multiple tasks and priorities efficiently.

Qualifications

- **Health Degree** — Degree in a health profession, health administration, or equivalent experience in First Nations health services and management.
- **Driver's Licence** — Valid Ontario Driver's Licence and reliable transportation.
- **Security Clearance** — CPIC or Vulnerable Sector Screening required.
- **On-Site Requirement** — Must be willing and able to work **in-office full-time**; **no hybrid or remote work arrangements** are available for this position.

Interested applicants please send a cover letter and resume by June 25th, 2026.

ATTN: Human Resources

P.O Box 1178,

Chapleau, ON

POM 1K0

Or

Email: jobs@bhfn.ca