



**JOB POSTING  
PROGRAM MANAGER  
FULL-TIME INDEFINITE HIRE  
HEALTH PROMOTION & PREVENTION  
DEPARTMENT OF HEALTH**

**SALARY LEVEL: BASED ON EXPERIENCE  
DEADLINE TO APPLY: APRIL 24, 2024, BY 4:00PM**

**SUMMARY OF RESPONSIBILITIES:**

This role involves managing the human, financial, physical, and information assets of the health promotion and prevention specialists, under the direct supervision of the Associate Director, Community Health Services, Department of Health. The Program Manager's primary responsibility is to oversee the promotion and prevention services budget. Additionally, the Program Manager supervises the team in accordance with the Department of Health Organizational Chart 2 of 5 under Health Promotion and Prevention.

The incumbent will collaborate with other health sector managers and staff to ensure services objectives are being met in accordance with funding agreements, service objectives with adherence to best practice guidelines and provincial mandates that focus on health promotion and prevention.

The successful candidate will be responsible for overseeing the daily operations, staff management and community engagement initiatives of our Indigenous-focused services. The ideal candidate will have a deep understanding and respect for Indigenous cultures, health practices, and community needs.

**QUALIFICATIONS:**

- Bachelor's or Master's degree in healthcare administration, business administration, or related field.
- A registered health care professional in Ontario and Quebec, or eligible to apply;
- Three (3) years supervisory experience.
- **OR**
- A registered health professional in Ontario and Quebec or be eligible to apply;
- Five (5) years management and supervisory experience and;
- Five (5) years experience in a community health setting and;
- Specialty training in an area of primary health care setting.
- **AND**
- Previous experience in clinic or healthcare management, with a focus on Indigenous health preferred;
- Strong understanding of Indigenous cultures, traditions, and health practices.
- Excellent leadership, communication, and interpersonal skills.
- Knowledge of healthcare policies, regulations, and quality improvement processes.
- Commitment to providing culturally competent and equitable healthcare services.
- Experience in overseeing medical student teaching programs in a healthcare setting.
- Familiarity with medical education accreditation standards and requirements.
- Demonstrated ability to create a supportive and inclusive learning environment.
- Strong interpersonal skills to effectively mentor and communicate with medical students, faculty, and clinic staff.



All interested applicants **MUST** submit all of the following documents:

1. a cover letter,
2. resume,
3. copies of all relevant certificates/diplomas,
4. status card (if applicable) and
5. three references submitted on Consent to Release Reference Check form, which can be found on the Akwesasne.ca website under Employment.

Applicants must clearly outline that they meet the qualification requirements on their resume. Native preference in hiring. A criminal record check is mandatory before start of employment.

As a requirement of employment, all applicants must have a Canadian Social Insurance number.

An eligibility list will be created for one year. We thank all applicants for their interest, however, only qualified candidates invited for an interview will be contacted. MCA reserves the right to retract, postpone, or revise employment opportunities at any time.

**Submit application packages using one of the following methods (email preferred):**

**E-mail:** [jobs@akwesasne.ca](mailto:jobs@akwesasne.ca)

**Mail:** MCA Staffing Officer, PO Box 90, Akwesasne, Quebec H0M 1A0

**Drop Off:** 10 Akwesasne St, Administration Building #3, Akwesasne, Quebec H0M 1A0