



# HAILIKA'AS HEILTSUK HEALTH CENTRE SOCIETY

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## Health Director

<b>Department:</b>	Administration and Finance
<b>Reports To:</b>	Health Board of Directors
<b>Type:</b>	Full-time Permanent
<b>Salary:</b>	\$104,000 - \$120,000

### JOIN THE HAILIKA'AS HEILTSUK HEALTH

At Hailika'as Heiltsuk Health Centre Society (HHHCS), we provide culturally safe, inclusive care guided by Heiltsuk values, supporting community health, healing, and wellness. We are seeking compassionate, collaborative individuals committed to making a meaningful impact.

HHHCS is located in Bella Bella, BC, on the Central Coast and home of the Heiltsuk First Nation. The community has approximately 1,450 residents and is accessible by regional air and BC Ferries. It offers essential services, recreation, and access to the surrounding coastal environment.

This is a truly unique opportunity to immerse yourself in a traditional First Nations community while experiencing the pristine beauty of BC's Central Coast.

### PURPOSE

The Health Director is responsible for providing leadership and overseeing the day-to-day operations of the Health Centre, ensuring disclosure and transparency at all levels within the organization and in accordance with all Health Board policies and procedures.

The Health Director will provide the vision, managerial, and administrative leadership necessary to develop and implement health care programs and services which meets the health needs of the members of the Bella Bella community.

### KEY DUTIES AND RESPONSIBILITIES

Duties include, but are not limited to:

#### **Governance, Leadership & Strategic Planning**

- Implement Board and Committee priorities, strategies, and plans.
- Act as an advisor to the Board, Co-Chairs, & the Committee Chairs.
- Ensure the Board and members are informed on current and future Health Centre operations.
- Provide orientation and ongoing governance training for Board members.
- Support development and implementation of Board policies and governance processes.
- Develop and maintain annual, three-year, and five-year health service delivery plans.
- Ensure alignment of programs and services with community needs and Health Centre vision.
- Respond to emerging health priorities and operational needs.
- Take initiative in addressing emerging or significant health issues.



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- All departments meet with the health director in partnership with the team leaders to review these expressions of interest to see if they fit into the mission and vision of the health centre.

## **Program Oversight, Quality & Community Health**

- Reports monthly on performance versus plan and recommends amendments to health delivery plans and budgets supported by factual backup documentation.
- Evaluates the effectiveness of program delivery initiatives on community health, adjust as required and reports the adjustments to the Health Board.
- Annually surveys community needs, expectations, and satisfaction with health care delivery.
- Monitor and report monthly on program performance and outcomes.
- Evaluate service effectiveness and implement improvements.
- Monitor health trends and recommend service enhancements.
- Maintain accreditation, quality, and continuous improvement standards.
- Promote community health and wellness education and engagement.
- Support community health education initiatives.
- Oversee resolution of patient and community complaints.
- Develop and maintain relationships with First Nations Health Authority, Coastal Health, and other funders.

## **Financial Management & Reporting**

- Prepare annual operating and capital budgets with Finance Coordinator.
- Present budgets to the Board for approval.
- Monitor and report monthly on expenditures and variances.
- Provide monthly financial and visa billing reports to the Board.
- Recommend capital and operating expenditures over \$10,000.
- Ensure financial proposals align with Health Director and organizational priorities.

## **People, Privacy & Organizational Accountability**

- Oversee HR functions in collaboration with HR Manager including contracts, staffing, performance management, training, and development.
- Support disciplinary processes and conflict resolution in accordance with policy.
- Ensure confidentiality of all personal, community, and organizational information.
- Act as Data Steward and Privacy Officer (shared with IT System Administrator), ensuring compliance with privacy legislation, protection of personal and community information, oversight of privacy/security frameworks, approval of information sharing agreements, and management of privacy risks, audits, and breaches.

## **QUALIFICATIONS**

### **Required**

- Graduate degree in a health-related discipline or administration.
- Minimum 8 years' experience in health care management.
- Strong knowledge of vision planning, change management, and government health systems.
- Understanding of GAAP, budgeting, and financial statement administration.



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- Strong interpersonal and communication skills, including public presentation experience.
- Ability to work under pressure with sound judgement, discretion, and initiative.
- Commitment to integrity, values-based leadership, and cultural respect.
- Ability to work evenings/weekends and in an isolated Indigenous community setting.

### **Preferred**

- Proven leadership experience in a not-for-profit environment.
- Experience working in Indigenous health or First Nations communities.
- Experience in remote or community-based health settings.
- Demonstrated leadership, mentorship, and relationship-building skills.

### **BENEFIT PACKAGE:**

- Extended health care (Dental, Vision, LTD, Life).
- Pension Plan.
- Paid time off, including an additional 2-week office closure during the winter break.
- Status employees are eligible for tax exemption.
- Housing and health centre vehicle are provided.
- If relocation assistance is needed, can be negotiated.
- Four roundtrip off-island trips per year to Vancouver.
- Harvesting Days.

### **HOW TO APPLY**

Send your resume and cover letter to [humanresources@heiltsukhealth.com](mailto:humanresources@heiltsukhealth.com).