

Location:

Hopedale

Department:

Health & Social Development

Term:

Permanent Full-Time

Closing Date:

September 22, 2021

Responsibilities:

- Accountable for preparation, implementation and delivery of programs according to the Community Health Plan
- Administrative responsibility over DHSD buildings, including scheduling, general cleanliness, and maintaining supplies and equipment inventory. Responsible for monitoring usage and maintenance of all DHSD vehicles
- Responsible for hands-on program delivery, as needed
- Implement and ensure staff follow policy and procedures manuals
- Responsible for supervision of community staff including job orientation performance appraisals, discipline and follow-up in conjunction with the Human Resource Division and off-site supervisor where applicable
- Preparation of annual budgets, ensuring budget control and accountability
- Responsible for securing extra funds for special projects through grant and proposal writing and for subsequent reporting requirements.
- Responsible in full or in partnership with other Divisions for the preparation, planning and safety aspects of Land Based programming
- Responsible for work and training schedules for community staff and conducting staff meetings
- Prepares monthly and annual reports for the Director of Community Programs.
- Establish and enhance partnerships with community stake holders, groups, organizations and agencies
- Responsible to be a member of the community office OH&S Committee as the Employer Representative
- Travel as required
- Other related duties as required

Qualifications:

- Certificate and/or Diploma in Office Administration and/or Health Administration or an acceptable level of education and work experience
- Strong written and oral communication skills, strong leadership skills and experience in relationship building
- Proven ability to manage human and financial resources
- Working knowledge of MS Word/Excel/Windows
- Ability to work independently with minimum supervision

Assets:

- Bilingual in Inuktitut and English

Contact:

careersonline@nunatsiavut.com

Applications should be forwarded before 4:30pm on closing day.

The Nunatsiavut Government is an equal opportunity employer however preference will be given to beneficiaries of the Labrador Inuit Land Claims Agreement. Applicants are asked to clearly state their Nunatsiavut beneficiary number on their cover letter or resume when applying.

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September 22, 2021
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Ikajuvalligajattuk
• Tamâgittigut Inuttitut Kallunâtitullu uKâlasongulluni

Kaujisallutit:
careersonline@nunatsiavut.com
Ottugautet âjausimagialet fimfiliak apvaKâttinagu matuttauvingata ullungani.