



**BCAAFC | BC Association
of Aboriginal Friendship Centres**

Employment Opportunity – Director of Health

Permanent Full Time / 35 hrs. week / Based in Victoria, BC

The BCAAFC is seeking a highly qualified individual to manage and oversee the BCAAFC's Indigenous health initiatives and external engagement activities. Reporting to the Senior Policy Analyst, the Director of Health will work with the Ministry of Health, First Nations Health Authority, and other partners and stakeholders to support the BCAAFC's strategic health initiatives and activities. In addition, the Director of Health will also support member Friendship Centres in an advocacy and information-sharing context to support Friendship Centres' delivery of urban Indigenous health programs and services. This position works within a team environment that engages the BCAAFC Board of Directors, member Centres, staff, and external stakeholders to develop and implement the BCAAFC's strategic health initiatives.

Key Duties and Responsibilities

- The Director of Health will liaise with the Ministry of Health and other funders and partners with a shared mandate of improving urban Indigenous health;
- The Director of Health will keep current of all relevant issues, trends, research and practice relating to Indigenous health;
- The Director of Health is responsible for ensuring effective communication with staff, peer members of the Management Team and the Executive Director, ensuring that information and/or concerns from her/his department is shared in a timely manner with their supervisor;
- the Director of Health will develop and manage budgets and financial projections for her/his department on behalf of the organization;
- The Director of Health will complete monthly, quarterly and annual financial reporting for all program contracts accurately and in a timely manner as per contract deliverables in collaboration with appropriate Senior Manager and/or Executive Director;
- Prepare reports and meet with funders as requested by the Executive Director;
- Respond to all government inquiries and maintain good relations with all government agencies.

Knowledge, Skills and Abilities

- Excellent writing ability including proposals, briefings, presentations and other correspondence;
- Strong project management and policy analysis experience;
- Extensive knowledge of health related programs and services in urban Aboriginal communities;
- Proven experience in writing reports on activities, strategic work plans, goals and objectives;
- A thorough appreciation, awareness, working experience and sensitivity of Indigenous history and culture, as well as a thorough understanding of the complexities of working with diverse populations;
- A sound understanding of the BCAAFC's mandate, organizational structure and the Friendship Centre Movement;

- Ability to develop and maintain strong relationships with provincial, federal and Indigenous partners of the BCAAFC;
- Professional communication proficiencies including verbal presentation skills, writing ability, computer proficiency and authentic interpersonal skills.

Qualifications and Experience

- Minimum of an undergraduate degree in Health Sciences, Humanities, Political Science or other related program area;
- Minimum 3 years of employment excellence in health and wellness relevant programming or combination of relevant experience and education;
- Must be able to travel and provide a current criminal record check.

Pursuant to section 41 of the BC Human Rights Code, preference may be given to applicants of Aboriginal ancestry.

Please provide a cover letter, resume, and 3 references to:

Patricia Moore, BCAAFC General Manager / pmoore@bcaafc.com /Ph: (250)-388-5522

Deadline: 4:30 pm, December 8th, 2017