



Health and Social Services Manager

Full Time – 35 Hours per week

(Beaverhouse Band Members and Indigenous Persons will be given priority)

Following the Mission Statement of the Beaverhouse First Nation Band Office, we are seeking a dedicated and energetic Health & Social Services Manager who will work with a dynamic team to perform the following duties:

Key Responsibilities:

- Maintain a culturally safe, positive, and enriching environment for clients and/or families who attend programming at any of our office spaces or out on the land.
- Play the lead role in the development and implementation of Beaverhouse First Nations Health Department and communities' health and wellness.
- Provide recommendations and assist as requested in the development of general health department and general band policies for the Band Manager's review and approval.
- Supervise day-to-day activities and ensure staff adhere to HR policies and procedures.
- Support and encourage staff to move progressively towards departmental objectives.
- In collaboration with the Band Manager, initiate investigations regarding complaints pertaining to health staff and/or clients and members of the community.
- Assign tasks to program staff as well as monitor staff event calendars.
- Maintain confidentiality over client and employee files/information as well as sensitive health department documents and materials.
- Research/Develop health-related programs or activities that would assist in meeting the community health needs.
- Working with all health and social services staff to ensure all budget reports for health and social services are submitted correctly and on time.
- Research new funding opportunities as well as liaise with other First Nations, government agencies, funders, and any other external stakeholders.
- Adhere to reporting procedures outlined in funding agreements.
- Participate in interviewing, hiring, orientating, and training designated staff.
- Coordinate and attend regular case management and staff meetings to keep up to date on the status of programs or new information concerning programs.
- Other duties as assigned.

Required Qualifications:

- A degree or diploma in Business Administration, Health Services, or a related combination of education and supervisory experience.
- Knowledge of applicable ISC regulations and funding processes as well as Federal and Provincial regulations relating to First Nations.
- Excellent interpersonal and communication skills.

Assets:

- Experience with Microsoft Office suite, TEAMS and other related office programs.
- Valid Drivers License and access to a reliable vehicle.
- Valid First AID and CPR.

Salary: \$50,000 - 65,000 annually

How to Apply: Please submit Cover Letter and Resume to the attention of the Hiring Committee to hr@beaverhousefn.com or can be dropped off at 26 Station Rd N, Kirkland Lake, ON.

Closing Date: March 16, 2026

Upon acceptance of the position, a Vulnerable Sector Check will be required. We thank everyone for their applications, only those selected for an interview will be contacted.