



ASSOCIATE DIRECTOR – MINISTRY OF HEALTH, MENTAL HEALTH & ADDICTIONS

PERMANENT FULL-TIME POSITION

LOCATION: Provincial Office - Station Tower 13401 – 108th Avenue, Surrey

CLOSES: Posting will remain open until filled and will close without notice

ABOUT MÉTIS NATION BRITISH COLUMBIA

Métis Nation British Columbia (MNBC) develops and enhances opportunities for our Métis communities by implementing culturally relevant social and economic programs and services. Through teamwork, respect, dedication, accountability, integrity, and professionalism, MNBC strives to build a proud, self-governing, sustainable Nation in recognition of inherent rights for our Métis citizens, assisting in the delivery of services based on policy, process, and specified regulations.



MNBC's *Employer of Choice Initiative* provides employees with a competitive total compensation package including:

- ✓ comprehensive group benefit package or health-care spending account and enrollment in the Municipal Pension Plan
- ✓ 14 paid days per year for statutory and cultural days (Indigenous People Day & Louis Riel Day)
- ✓ carpool, parking & public transit subsidies (Headquarters)
- ✓ educational spending account and professional development allowances to provide annual funding to continue lifelong learning and skills upgrade.
- ✓ remote workplace supports.
- ✓ internal advancement & redeployment opportunities

ABOUT THE OPPORTUNITY

We are seeking a highly motivated, team-orientated individual to join our Ministry of Health, Mental Health & Additions team as an **Associate Director**.

Reporting to the Senior Director, the primary objective of the role is the overall leadership, development, management, and effective administration of ministry programming. To support the Senior Director and MNBC's mandate and vision of health and wellness programming, initiatives, and services for Métis across the province. The position will represent MNBC in negotiation and collaboration with government, health authorities, Métis Chartered Communities, education institutes,

Aboriginal organizations, and other stakeholders. The role will function as second in command (2IC) and will strengthening the overall leadership of this growing ministry.

KEY DUTIES AND RESPONSIBILITIES

- Oversee the effective and efficient delivery of health and wellness programming, initiatives, and services within the Ministry's mandate, MNBC policies, and funding contract outcomes.
- Direct oversight of Métis Public Health Surveillance Program, cancer related initiatives, including monitoring, data collection, analysis and reporting to ensure contract objectives are met.
- Engage Métis Chartered Communities in planning and collaboration of health programs and services.
- Network and maintain an effective working relationship with Métis Chartered Communities to plan consultations and engagements, build programs, proposals, and reports for available funding streams.
- Foster a practice of cooperative effort and collaborative problem solving around issues relating to improving the health and wellness of Métis people.
- Develop evidence-informed policy and program reports and/or feedback on all health programs.
- Develop innovative materials for MNBC related to health, mental health and additions, including policies, practice guidelines and procedures, as well as training materials and curriculum.
- Develop and implement contact-based education programming and engagement around Métis health and wellness for Métis Chartered Communities.
- Provide timely feedback and analysis, using a Métis-specific lens, to the Senior Director on programming, policy development, ministry innovations, documents and reports.
- Represent MNBC on health, mental health and additions related working groups, to ensure that Métis representation and perspectives are included in important and relevant dialogues and projects.
- Participate, facilitate, contribute to and support Métis advisory committees and councils as required.
- Contribute relevant content to the creation of communication, such as media releases, relevant articles and bulletins or other material.

Administration and Finance:

- Manage the financial integrity and accountability of programs, monitor expenditures within existing budgets and guidelines, report out, and make budget recommendations.
- Provide direct supervision, coaching and mentorship to health staff including performance evaluation and goal setting, organizing workflow, managing deadlines, and providing constructive feedback.
- Regularly keep the Senior Director apprised of all pertinent issues and information for effective decision-making and provide input for the preparation of annual short and long-range program plans and briefing materials.
- Will assume acting role of Senior Director during absences or unavailability.

SKILLS AND EDUCATION REQUIREMENTS

- Knowledge and/or awareness of the historical and contemporary contributions made by Métis people in B.C.
- Bachelor's Degree in public health, health sciences, or a related field required.
- Master's Degree in a related field, preferred.
- Minimum of five (5) years of experience in senior supervisory or management role in community health, harm reduction or mental health services.
- Demonstrated ability to lead and develop high functioning, resilient and adaptable teams.
- Combination of relevant experience, education, and training will be considered.
- Experience working with a Métis or Aboriginal organization or program that includes interacting with Métis or Aboriginal people, their communities and government agencies and ministries.
- Demonstrated ability to work in Aboriginal communities and build positive and mutually beneficial relationships.
- Contract management experience
- Governmental and project management experience, an asset.
- Demonstrated ability to effectively communicate both verbally and in writing
- Ability to lead, problem solve, and utilize team-building skills
- Proven ability to utilize strong interpersonal skills to deal with others effectively
- Proven ability to prioritize tasks, meet deadlines, and work with minimal supervision
- Proven ability to utilize, adapt and embrace new technologies, including Word, Excel and other database/software required by the role

OTHER COMMENTS

- Other duties may be assigned as needed to help ensure the efficient operation of MNBC
- There will be a need to attend meetings and events which may require work and travel outside of the normal business hours.
- Ability to provide a satisfactory Criminal Record Check
- Valid BC Class 5 Driver's license and access to reliable personal vehicle for work purposes

The above requirements are what MNBC is seeking in the ideal incumbent at the time of posting and are subject to change based on needs.

Pursuant to section 41 of the BC Human Rights Code, preference may be given to applicants who self-identify as Aboriginal (First Nation, Métis or Inuit). All qualified candidates are encouraged to apply.

Using Associate Director in the subject line of your email, please send your resume and cover letter to:

[Tanya Davoren](#)

Senior Director of Health, Mental Health & Addictions

Métis Nation British Columbia

Email: healthcareers@mnbc.ca