

# Sample First Nation Treatment Centre Executive Director Job Description

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<b>POSITION:</b>	<b>EXECUTIVE DIRECTOR</b>
<b>REPORTS:</b>	The Board of Directors
<b>DIRECT REPORTS:</b>	Treatment Centre employees

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**OVERALL RESPONSIBILITY:** Responsible to Board of Directors for planning, policy development, fiscal and human resource management and day to day program operations which ensure the effective and efficient operation and continued quality of the Treatment Centre's health services and programs while maintaining an appropriate cultural context.

## KEY FUNCTIONS

### MANAGEMENT AND OPERATIONS

1. Develop and implement an operational plan, structures, policies, procedures, programs and projects to provide for goals and objectives of the Treatment Centre
2. Regularly monitor and assess client needs to ensure ongoing development of high quality and effective treatment goals are being met by program activities
3. Ensure all programs adhere to relevant provincial and federal legislation
4. Ensure cultural components of Client Care are integrated into the programs, (traditional healing, sweat lodges, smudging, etc.)
5. Keep informed on emerging issues on drug and solvent abuse treatment, and on current or pending governing policies and legislation, particularly as they relate to First Nation communities

### HUMAN RESOURCES

1. Recruit, train/educate, supervise, discipline and conduct performance evaluations on treatment employees
2. Provide administrative guidance to subordinates on a daily basis. Ensure regular formal meetings to provide for reporting, problem solving, short term and long range planning
3. Make recommendations respecting the appointment and discipline of medical staff in accordance with the Medical Staff Regulations established by the Board

### FINANCIAL

1. Prepare and submit an annual budget, and ensure the Treatment Centre is operated within that budget; as well as within the Centre's policies and procedures, and guidelines as established by GAAP and funding authorities
2. Work in collaboration with Financial Manager to conduct annual audit prep work
3. Prepare proposals and negotiate with authorities for additional resources for the programs and services of the Treatment Centre

### REPORTING AND RELATIONSHIPS

1. Regularly complete and submit activity, financial and statistical reports to the Board of Directors and/or funding and other agencies as required
2. Attend all relevant meetings that relate to the Treatment Centre and community health
3. Serve as an advocate, advisor and liaison to establish and maintain positive working relationships with key stakeholders to promote community awareness of drug and

substance abuse; as well as to support the effective delivery of treatment programs and services. Key stakeholders include community residents, Chief and Council, all levels of government, service providers, external health agencies and authorities (medical services, social services, probation services, etc.), and other Tribal Councils and external organizations

**QUALIFICATIONS:**

- Certified First Nation Health Manager (CFNHM) professional designation or be enrolled in the CFNHM Program
- Post-secondary Degree in Health, Social Work or related field, or equivalent combination of related experience and training
- Minimum five years of experience in health care or Social/Family Services administration, addictions and mental health programming
- Experience and knowledge of accounting practices, principles, budgeting and monitoring
- Experience in the development of plans, policies and the development of relationships and partnerships
- Knowledge and understanding of First Nations culture, community and socio-economic issues
- Strong organizational, interpersonal and leadership skills
- Excellent oral and written communication skills
- Ability to work under pressure and lead change
- Proficient in the use of technology (use Microsoft Office, etc.)
- Able to work as part of multi-disciplinary team

**TERMS OF EMPLOYMENT:**

- Full-time permanent position
- Some occasional travel
- Must be willing to submit to an oath of confidentiality and adhere to a Code of Ethics and Code of Conduct
- Must undergo a criminal record check
- Must be drug and alcohol free
- Must maintain current First Aid, CPR, CPI and Suicide Intervention Certificates
- Must engage in ongoing continuing education
- Willingness and ability to work after regular hours and/or on weekends when required