



Ka:'yu:'k't'h'/Che:k'tles7et'h' First Nations Government

Health Services Manager (HSM)

The Health Services Manager (HSM) is responsible for the leadership, planning, and day-to-day management of KCFN's health services and community health programs. This role oversees clinic operations, health staff, and community-based health initiatives while ensuring services are culturally safe, accessible, and responsive to the needs of KCFN members. The HSM works closely with community members, healthcare partners, and internal departments to support holistic wellness and strengthen health outcomes across the Nation.

Duties/Tasks/Responsibilities:

- Lead and manage the delivery of community health services, programs, and clinic operations
- Supervise Health Care Aids, the Patient Travel Clerk, and other health support staff
- Provide employee leadership including recruitment, performance management, scheduling, and development (in partnership with HR)
- Develop, implement, and evaluate community health, wellness, prevention, and chronic disease management programs
- Build and maintain relationships with community members, healthcare providers, FNHA, Island Health, and other stakeholders
- Collaborate with Family Services, Muscim Services, and other departments to provide coordinated wrap-around supports
- Oversee mental health service coordination and the Medical Shuttle Pilot Program
- Manage health program budgets, funding agreements, reporting requirements, and grant opportunities
- Develop and maintain health policies, procedures, and standard operating practices
- Monitor compliance with applicable legislation, privacy requirements, funding agreements, and professional standards
- Maintain regular communication with the Director of Community Services regarding program outcomes, risks, and operational needs
- Represent KCFN at regional, sub-regional, and provincial health meetings and initiatives
- Travel regularly between Hupsitas, Kyuquot, Campbell River, and other locations as required

Requirements:

- Post-secondary degree in Health Administration, Nursing, Social Work, Community Health, or a related field
- Minimum 3-5 years of experience in health care management, program coordination, or a related leadership role
- Experience supervising and supporting staff in a health, community, or social services environment
- Knowledge of community health programming, health service delivery, and program administration

Madelyn Mason, HR Advisor

Human Resources Dept, 1250-C Ironwood Street, Campbell River, BC, V9W 6H5

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- Knowledge of First Nations Health Authority (FNHA) frameworks and Indigenous health service delivery models – asset
- Experience working with First Nations communities and understanding of Indigenous cultural safety principles - strong asset
- Experience developing policies, procedures, budgets, reports, and funding submissions
- Strong relationship-building, communication, problem-solving, and organizational skills
- Proficiency with Microsoft Office, Google Workspace, and health information systems or electronic medical records (EMR) – asset
- Willingness to join the First Nations Health Managers Association (FNHMA)
- Valid driver's license, satisfactory driver's abstract, and ability to travel regularly, including by boat, plane, and remote logging roads
- Willingness to complete required safety training
- Clear enhanced Police Information Check, including Vulnerable Sector Check

DATE POSTED: June 2, 2026

START DATE: ASAP

STATUS: Full-Time, Permanent

CLOSING DATE & TIME: Open until filled

WAGE: TBD

BASED OUT OF: Campbell River and Housпитas

TO APPLY: E-mail cover letter & resume to: *Madelyn Mason, HR Advisor*, at madelynm@kcfirstnations.com citing “HSM” in the subject heading of your e-mail.

In accordance with the Canadian Human Rights Act, preference may be given to Indigenous applicants.

We thank all those who apply, however only those shortlisted will be contacted for interviews.