



MOHAWKS OF THE BAY OF QUINTE

KENHTÈ:KE KANYEN'KEHÁ:KA

HUMAN RESOURCES, ADMINISTRATION OFFICE

24 Meadow Drive, Tyendinaga Mohawk Territory, ON K0K 1X0

Phone 613-396-3424 Fax 613-396-3627

Website: www.mbq-tmt.org

EMPLOYMENT OPPORTUNITY

Position Title: Director of Health (New Position)

Posting Type: Internal/External

Program: Community Wellbeing

Location: Tyendinaga Mohawk Territory, ON

Position Type: Full Time

Duration: Permanent Position

Posting Closes/Deadline: July 16, 2025, at 11:59 p.m.

Tentative Interview Dates: TBD

Salary Range: Salary Grid Range I (\$46.29/hour – \$52.12)

About Us:

Mohawks of the Bay of Quinte (MBQ) is a vibrant First Nation community located on the beautiful shores of the Bay of Quinte. We are located approximately 20 minutes from Belleville, ON and centrally located between Toronto and Ottawa. There are approximately 11,000 registered members with approximately 2200 residing in Tyendinaga. MBQ is an employer that prides itself on diversity and fairness, providing a progressive working environment that fosters culture, positivity, and growth.

Position Summary:

The Director of Health & Wellbeing is an executive level position which provides vision, leadership and strategic direction to the portfolio of all current, new and evolving programs which may be classed under the Health umbrella. They are responsible for conducting reviews to ensure development and implementation of Health programs and advises on strategies and funding estimates for meeting the longer-term Health Service needs including the capital budgets associated with the Health programs. The Director of Health & Wellbeing is accountable for developing, maintaining and implementing the annual operating plan for the Health programs, and providing guidance and direction to managers and staff within the Health departments. They must work closely and seamlessly with the Director of Social Wellbeing and support MBQ's mission, vision and values both personally and professionally, leading by example and encouraging others in the organization to reflect these principles in their actions.

Reporting:

The Director of Health & Wellbeing is an executive level position reporting to the Chief Administrative Officer (CAO). They are responsible and accountable for all Health programming offered by MBQ. The Director of Health & Wellbeing works under the functional direction and supervision of the Senior Director of Operations (SDO) with respect to matters related to the day-to-day operations of the organization.

Summary of Main Responsibilities:

✧ Portfolio Specific Duties

- Identifying the vision and goals of Health Service programs, implement and monitoring for issues

✧ Core Director Responsibilities and Duties:

- Advises and consults on policy and strategic issues, provides leadership
- ☞ **Research & Planning:**
 - Ensure programs and services meet standards, objectives, policies, and budgets.
- ☞ **Supervisory and Stakeholder Relationship Management Functions:**
 - Participates in meeting/workshops, as member of senior management, managing key relationships
 - Drives a workplace culture that values quality, innovation, and continuous improvement
- ☞ **Policy Oversight**
 - Provide leadership in development and implementation and evaluation of policies
- ☞ **People Leadership and Development:**
 - Demonstrate positive and proactive leadership, and facilitate achievements of objectives/goals
 - Facilitate the enhancement of skills/competencies within the policies and budget.
- ☞ **Health and Safety:**
 - Promoting and following all MBQ Health and Safety policies and procedures
- ☞ **All other duties as required**

Requirements:

- ☞ Degree in Business, Health field, Public Administration or another relevant field
- ☞ Master's degree in a relevant field would be considered an asset
- ☞ CAPA preferred
- ☞ Eight years of progressively responsible and related experience in a position of comparable scope and size
- ☞ Four (4) years' experience in management of professional staff and Health programs
- ☞ Experience in the delivery of Health programs
- ☞ Experience working in an Indigenous setting and/or with a First Nations Government would be an asset
- ☞ Considerable administrative experience in a First Nations government involving range of complex functions
- ☞ A combination of Education, Experience and Training may be considered
- ☞ Experience in a First Nations setting preferred
- ☞ Must provide a clear VSC (documentation will be required if successful applicant)
- ☞ First Aid and CPR an asset (and must be willing to take the training if hired)
- ☞ Valid Driver's License and vehicle

Knowledge, Skills and Abilities:

- ☞ Ability to identify opportunities, mobilize and coordinate resources and deliver effective and timely results
- ☞ Demonstrated record of success in working in a Health field
- ☞ Demonstrated effective management, conflict resolution and gaining cooperation/collaboration
- ☞ Ability to follow established policies and practices to ensure fiscally responsible management
- ☞ Ability to provide leadership, counsel, motivation and constructive performance reviews
- ☞ Sound understanding of provincial and national policy issues and legislation impacting First Nation
- ☞ Good understanding of current Health, political and economic trends, operating protocols and practices
- ☞ Must be familiar with the types of funding agreements available to First Nations
- ☞ Sound knowledge of the operation and structure of MBQ, community priorities and needs
- ☞ The knowledge and ability to implement quality improvement initiative and measure outcomes.
- ☞ Extensive knowledge and understanding of First Nation's history, culture, needs, concerns, and aspirations.
- ☞ Demonstrate a sound knowledge of administration, business planning and management
- ☞ Knowledge of financial management, budgeting and long-term capital planning
- ☞ Sound knowledge of Federal and Provincial legislation and policies that affect First Nations Government
- ☞ Ability to work office hours in office and flexible hour attending events and meetings

Behavioural Competencies:

- ☞ Be honest, respectful, trustworthy, and non-judgmental
- ☞ Possess cultural awareness and sensitivity
- ☞ Ensure work meets deadlines and reporting requirements are met
- ☞ Must maintain strict confidentiality
- ☞ Be creative and flexible
- ☞ Demonstrate sound work ethic
- ☞ Strong commitment to a healthy workplace, including one that is free from lateral violence

Application Process:

If you are interested in this opportunity and possess the above list of qualities and requirements, please forward your resume and cover letter via mail, email, fax or in person to:

By Mail:	Mohawks of the Bay of Quinte	By Fax: 613-396-3627
	24 Meadow Drive	
	Deseronto, ON K0K 1X0	By Email: careers@mbq-tmt.org
	ATTN: Careers	

For more information or a detailed job description, please contact Kelly Maracle at (telephone) 613-396-3424 ext. 127, (telephone) or (email) careers@mbq-tmt.org or to find out more about Mohawks of the Bay of Quinte, please visit our website at www.m bq-tmt.org

- *MBQ is grateful for all who show interest in joining our team and take the time to apply, however, only those chosen for an interview will be contacted*
- *Late applications will not be considered*
- *MBQ is an equal opportunity employer, as well, MBQ references Canada's Aboriginal Employment Preferences Policy*