



Assembly of Manitoba Chiefs
EMPOWERING OUR NATIONS

Professional Employment Opportunity

Director of Health Secretariat

Competition # 2025-103

Category: Full-Time Permanent

Closing: Open Until Filled

Position Summary

Under the direction of the Assembly of Manitoba Chiefs (AMC) Executive Director, the Director of Health's primary responsibilities include a broad range of functions relative to health and social strategic planning, development and implementation, research on health and social policies and legislative issues associated with the development of First Nations health and social frameworks and policy direction.

Key Responsibilities

- Develop and implement a framework for consideration consistent with the AMC Health resolutions, political directives, and the AMC Chiefs Task Force on Health.
- Work closely with the AMC Grand Chief's Office and provides alternative solutions and recommendations for discussion, approval, and implementation.
- Develop and approve the annual work plan in accordance with AMC mandates and other health-related initiatives and identifies annual budgetary requirements.
- Engage with external contractors, draft and oversee contracts.
- Provide reports on the overall outcomes of the health team activities.
- Respond to First Nation inquiries and/or requests for support by assisting and/or providing referrals accordingly.
- Draft and finalize proposals to enhance capacity consistent with existing and future health initiatives, conduct follow-up on submissions, and lead negotiation as required.
- Examine health legislation, regulations, and policy to identify matters for legal review.
- Prepare confidential documents for leadership review and decision-making.
- Perform effective communication and facilitation to provide advice and support to the Executive Director, Grand Chief's office and leadership on the preparation of key government submissions.
- Reviews health communication strategies in collaboration with the AMC Communications team.
- Direct the production of quantitative and qualitative program and policy research, including the development of methodologies and interpreting statistical data, including periodic environmental scanning for new and revised health policies that affect First Nations programs, services, or funding regimes.
- Analyze key health research and other reports, provide briefings on findings, and formulates recommendations on priority health advocacy issues.
- Participate in the development of a policy on access and control for external and internal use of all documents.
- Review published and unpublished research and literature relevant to First Nations health to identify current issues, trends, developments, and approaches.

- Develop partnerships with First Nations, provincial and federal representative and other key stakeholders, including intergovernmental entities, to collaborate on health-related issues that affect and impact First Nations.
- Edits health reports produced by external contractors and unit staff to ensure professional quality and copyright protection for final approvals and distribution or publication.
- Other duties as assigned.

Qualifications: Education & Experience

- A degree in Science from a recognized university, B.N., R.N. or an equivalent combination of education and experience may be considered.
- Minimum (5) five years of senior management experience in finance, administration, human resources, and management.
- Familiarity with First Nation traditional knowledge and social science research theories, methodologies, and analytical techniques.
- Significant experience in writing critiques on federal and provincial health information, legislation, regulations, and policies impacting First Nations with demonstrated policy analysis and legislative knowledge.
- Experience working with First Nations, First Nations organizations and entities.
- Strong negotiation, facilitation, and written and verbal communication skills.
- Understanding of First Nations governance.
- Knowledge and understanding of the Assembly of Manitoba Chiefs, and First Nations and First Nations organizations in Manitoba.
- Experience working in Communications with First Nations or First Nations organizations in Manitoba or other regions.
- Excellent organizational skills, including the ability to work independently and to multi-task.
- Must be able to think analytically and strategically.
- Ability to demonstrate initiative in completing assigned tasks.
- Strong attention to detail.
- Proficient use of Microsoft Office Programs - Word, Excel and Outlook.
- Ability to establish and maintain good interpersonal relationships.
- Ability to function effectively as a team member.
- Adhere to AMC policies and procedures with specific attention to attendance and professional ethics.
- Ability to work flexible hours and travel upon request.
- Must have a valid Class 5 Driver's License and a reliable vehicle.
- Must have a current satisfactory Criminal Record Check and Clear Child Abuse Checks.

Interested applicants are invited to submit their cover letter identifying the position title and quote competition number applying for, qualifications, and resume, along with 3 professional reference listings (include a most recent employer reference) to:

**Human Resources
Assembly of Manitoba Chiefs
14th Floor, 275 Portage Avenue, Winnipeg, Manitoba R3B 2B3**

Quote Competition # 2025-103 in your application

**For best results submit your application to BambooHR
<https://manitobachiefs.com/about/job-opportunities/>**

We thank all who apply and advise that only those selected for further consideration will be contacted. No phone calls will be accepted.

Preference will be given to First Nations people. If successful, applicants will be asked to provide verification of citizenship documentation issued by a First Nation or government-issued documentation or affirmation from Inuit, Métis, or non-status Indigenous community with which they identify. Incomplete and late applications will not be considered.

Please visit our website at www.manitobachiefs.com