

# EMPLOYMENT OPPORTUNITY

## De dwa da dehs nye > Aboriginal Health Centre

*Is seeking a:*

### HEALTH PROMOTION & EDUCATION SERVICES MANAGER

*Full-Time*



Please forward application, references, and copies of required certifications to:

Executive Director  
De dwa da dehs nye >  
Aboriginal Health Centre  
678 Main Street East  
Hamilton, ON L8M 1K2

Phone: 905.544.4320

Fax: 905.544.4247

**CLOSING DATE:**

*Friday September 2, 2011*

*@ 4:00 p.m.*

As **Manager of Health Promotion & Education Services**, you will manage the overall delivery of Health Promotion and Education Services Programs to ensure that Aboriginal clients and community members receive education in the various areas of health promotion and disease prevention as well as provide the various supports as required raising awareness of the Aboriginal Health Centre. As Manager you will also ensure the provision of healthy lifestyle programs, workshops, initiatives and special events that focus on different aspects of healthy living.

If you possess a vision to develop new and innovative programming and an opportunity to make a difference this position is for you. The successful candidate should have the following qualifications:

#### **Responsibilities include but not limited to:**

- Manage the provision of all Health Promotion and Education Services programs within the Health Centre, which includes: monitoring program requirements and work plans;
- Supervise all Health Promotion and Education Service staff;
- Participate in staff recruitment, training and evaluations;
- Write program reports and program evaluations; Seek funding sources/ proposal opportunities for additional health promotion and education programming; Prepare and submit proposals;
- Facilitate community based programs and develop community and inter agency linkages;
- Participate in needs assessments, program development, implementation and delivery;
- Design, supervise, and manage the development of educational resource materials.

#### **Experience**

- Minimum of 1-3 years experience or related experience or progressive management responsibility and supervision of staff.
- Proficiency in health program development, design, implementation and evaluation including proposal development and submission;
- Experience in marketing and resource development.
- Excellent communication skills(written and oral); interpersonal and problem solving;
- Demonstrated knowledge of Aboriginal, culture, traditions and language;
- Demonstrated ability in working with Aboriginal people, communities and organizations.
- Valid class G driver's license and a reliable vehicle is a must.

#### **Education**

- Post-secondary degree in a relevant field from an accredited university (Health, Social Science, Management, etc) and/or graduate level studies in a related field

*Preference will be given to qualified applicants of Aboriginal decent. Nya weh to all applicants.*

*However, only those selected for interviews will be contacted.*