



Employment Opportunity



Position: Associate Director	Department: OLHBI
Job Classification: Full-Time (safety sensitive)	Reports to: OLHBI Director

Job Summary: The Associate Director of Health is directly responsible to the Onion Lake Health Director. The Associate Health Director will be responsible to assist the entire scope of the Health Services operation of OLHBI as directed by the Health Director, including program, service development & delivery and staff as outlined in the organizational chart of OLHBI. The AHD will comply with the policies and principles set out in the Onion Lake Health Personnel Policies and Procedures Manual as established and amended from time to time.

Job Skills:

- Implement a health service delivery program in accordance with the terms and conditions of the transfer agreement as it may exist and may be determined by OLHBI.
- Provide direct supervision and guidance to all supervisors and staff as assigned.
- Carry out the intent and purpose of the OLHBI Personnel Manual as it related to all employees under the jurisdiction of the Health Director.
- Ensure that the OLHBI is adhered to in accordance with the terms and conditions or the individual program agreements and transfer agreements.

Job Qualifications:

- Related Post-Secondary Degree or Trades Certification.
- Minimum 5 years of related Administrative, Proposal Writing, and Financial Experience.
- Advance Computer Software and Technological Skills.
- Valid Class 5 Drivers License.

DEADLINE DATE: May 13, 2022

Only qualified applicants will be contacted for an interview.

Interested applicants, who meet the qualifications as listed above, must submit:

1. Cover letter
2. Current resume with dates specified
3. LIST of three current references with phone numbers
4. Vulnerable Sector Check/Clear Criminal Record Check
5. Drivers Abstract

Attention to: Human Resources Phone: (306) 344-2330 ext. 2237/2238 Fax: (306) 344-2357
E-Mail: human.resources@onionlakehealth.org Mail: PO Box 70 Onion Lake, SK S0M 2E0

DATE POSTED: April 25, 2022