



<https://onionlakehealth.org/careers/associate-director-of-community-services/>

## Associate Director of Community Services

### Description

The Associate Director of Community Services 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 Associate Director 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.

### Responsibilities

- As assigned, 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.
- Evaluate and monitor health programs in accordance with sound principles of the Health Care.
- Ensure that there is full program and financial reporting regarding all activities under the OLHBI health service delivery program.
- Ensure that OLHBI budget is adhered to in accordance with the terms and conditions of the individual program agreements and the Transfer Agreement.
- Assigned, approved all expenditures associated with the health service program delivery including accounts payable, payroll, travel expenses, salary and travel advances.
- As directed, prepare and authorize necessary applications for health program and services funding.
- As delegated, approve all purchases of supplies and services relating to health services delivery through the issuance of purchase orders.
- As assigned, identify and secure funding sources on new programming requirements.

### Qualifications

- Knowledge of First Nations government and non-first nations government, legislation law making, and administrative policies related to inherent and Treaty government mandates.
- Knowledge of the Medicine Chest Clause under Treaty Six.
- Strong understanding of First Nations Culture, History, Protocols, Practices and Traditions.
- Related University Degree or Trades Certification.
- Proven and advanced computer software and technology skills-sets, ability to do charts, power point excel, written reports, research and proposal writing skills.
- Ability to speak and understand the Cree language is an asset.
- Minimum 5 years of related Administrative, Proposal Writing, and Financial Experience.

### Contacts

#### Hiring organization

OLHBI

#### Employment Type

Full-time

#### Date posted

05/05/2026

#### Valid through

26.05.2026

**DEADLINE DATE: May 26, 2026**

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 Supervisory references with phone numbers
4. Vulnerable Sector Check/Clear Criminal Record Check
5. Drivers Abstract

**Attention to: Human Resources**

Phone: (306) 344-2330 ext. 2238

Fax: (306) 344-2357

E-Mail: [careers@onionlakehealth.org](mailto:careers@onionlakehealth.org)

Mail: PO Box 70 Onion Lake, SK S0M 2E0