GOVERNMENT OF NUNAVUT

POSITION DESCRIPTION

Date: July 02, 2014  Position Number: 10-3398

Position: Executive Director Kivalliq

Incumbent:  Reports to: ADM - Operations

Location: Rankin Inlet

Effective: July 02, 2014

Certified that this position description accurately describes the position of Executive Director Kivalliq

Deputy Minister
Health

Date

General Accountability

Reporting to the Assistant Deputy Minister - Operations, the Executive Director provides senior management leadership and is accountable for the overall management of all health services provided in 7 Kivalliq communities, Sanikiluaq in the Qikiqtani region, in addition to out of Territory services in Churchill and Winnipeg.

Community programs include primary health care, oral health, public health, home care, environmental health protection, family programs, mental health, health protection and overall health promotion. Out of territory services include tertiary care and diagnostic services not available in the Territory. The Executive Director is accountable for developing strong Community Health Committees to allow for public input into the system.

Organizational Structure
The Executive Director is one of 9 positions reporting to the Assistant Deputy Minister - Operations. The other 8 are:

Executive Director – Qikiqtani
Executive Director – Kitikmeot
Executive Director - Iqaluit Health Services
Territorial Coordinator - Client Services
Territorial Director - Pharmacy
Territorial Coordinator - Dental Services
Senior Health Emergency Planner
Executive Secretary

**Subordinates**

Eleven (10) positions report directly to the Executive Director. They are:

**Director – Kivalliq Health Facility**

This position provides clinical leadership, direction and support to the Health Facility team in a number of program areas.

**Director - Health Programs**

This position provides clinical leadership, direction and support to primary health care, community public health, health protection, and health promotion programs in all Kivalliq communities and Sanikiluaq. In addition to working closely with Community Health Committees, staff reporting to the Director, manage the relationship between individual hamlets and the Health Services system.

**Manager, Mental Health**

This position manages the delivery of community mental health, including addictions, services for the Kivalliq Region.

**Director – Population Health**

This position is responsible for the implementation of programs for communicable disease control, environmental health, health promotion, and chronic disease and injury prevention.
Manager Finance

The Manager is accountable for providing a full range of Corporate Services to the Regional Office, including financial management analysis, advice and support, human resource services, purchasing, contract management, and the management of the client travel program.

Executive Secretary

This position provides general administrative support to the Executive Director.

Coordinator Dental Programs

Under the direction of the Executive Director, and in conjunction with the Dental Health Specialist, the incumbent coordinates contracted dental services and NIHB services for the Kivalliq Region.

Community Development Officer

This position will assist communities in the region to increase their capacity to take an active role in improving the health status and enjoyment of life of community residents.

Regional Wellness Program Consultant

The regional Wellness Program Consultant is the primary support to the community, governments, community organizations, administrators, and individual seeking to access the report on Brighter Futures.

Director HSS Programs North

The Director is accountable for the management and direction of a variety of departmental programs and services in specified communities in the region. The Director also liaises with the Northern Medical unit to obtain services such as Rehabilitation and Physician services.

Nature and Scope

The Kivalliq Region covers a large geographical area in Nunavut, ranging from Repulse Bay in the northern part of the region to Sanikiluaq, the southernmost community in Nunavut. There are a total of approximately 10,078 residents, spread across 8 communities, which is 30% of the population of Nunavut. Transportation linkages between the communities of the region are by air exclusively, necessitating lengthy travel in order to visit a community.
Primary health care, public health, family programs, health protection and health promotion programs are delivered through community health centres and a variety of other offices and structures. Tertiary care and services not available in Nunavut are contracted, primarily in southern Canada, requiring an additional layer of transportation and related services. Significantly, $22.8 million (scheduled and medevac) is spent annually to transport patients and escorts from their communities to Churchill and Winnipeg.

The Executive Director is responsible for managing a boarding home in Churchill and for managing a contract for a medical boarding home in Winnipeg. A major component of the Executive Director’s responsibility is the management of the contract with the Northern Medical Unit out of Winnipeg, which provides contracted tertiary care for Kivalliq residents, traveling physicians and visiting specialists.

Nunavut has a very young population (2012: 33,697) with almost a third (10,700) under 15 years of age. However, while only 2% of the population is over 65 years of age, this age group is the fastest growing over the next decade. This will have significant implications for departmental programming.

Nunavut suffers from high levels of unemployment (2013-14 Fiscal and Economic Indicators - 15% in 2012; Nunavut Bureau of Statistics) with a very limited economic base that is not likely to improve in the short term. A high proportion of workers have less than a grade 9 education. The Government of Nunavut has established a target of 85% Inuit employment in the public service. Currently, Inuit represent only 52% of the Department’s workforce. The Executive Director will be challenged to find creative ways of reflecting Inuit societal values in the system, while structuring the organization and the jobs to facilitate higher Inuit participation in the regional workforce.

There is also a chronic housing shortage which contributes to the spread of disease and a wide range of social dysfunction. While statistics are not readily available, there is a high morbidity rate across all communities. Inuit constitute 83% of the Nunavut population which has only recently (over the past 50 years) made the transition from a primarily hunting and gathering culture, to a population living in permanent communities and eating a western diet.

This change has brought with it high suicide levels and family dysfunction, resulting in increased levels of child abuse and neglect. About half of the communities are dry by community choice, while the other half restricts the importation of alcohol through Alcohol Education Committees. Rankin Inlet is the lone unrestricted community in the Kivalliq region. Alcohol use and non-prescription drug abuse continues to represent serious problems for some individuals and families. While there is a continuing incidence of lung cancer, tuberculosis and respiratory ailments associated with poverty, diseases such as diabetes are on the increase, due to changing lifestyles and diet.
The new regional health centre is in the process of being fully staffed. However, there will still be a reliance on the services provided by the Churchill and Winnipeg Hospitals. The Executive Director is also responsible for the management of a regional birthing center operating out of the Kivalliq Health Centre. The Executive Director will be challenged to develop and implement a variety of similar initiatives to provide enhanced regional and community services as opposed to sending a high proportion of patients outside of Nunavut.

The Executive Director is accountable for progress in the development of effective community partnerships. Effective community partnerships will lead to the development of community based solutions to health and social problems. There is a growing demand amongst community groups to take on responsibility for managing programs. This is not viable in the short term due to limited community capacity. Therefore, the Executive Director will be required to find ways to help communities provide input into solutions to real community problems, rather than simply turning over the programs and services to community administration.

The Executive Director must also be prepared to be involved in situations where complaints from community agencies or individuals have not been effectively dealt with and require intervention to ensure all residents in the system are treated fairly and in accordance with the provisions of legislation, policy, guidelines and accepted professional practice.

Creative solutions in the human resource management field will be required to stabilize the region’s workforce in the face of 50% turnover rates and the necessity to depend on a transient workforce.

Significant public health initiatives are needed to improve lifestyles and decrease the need for medical interventions in a population where standards of living are in decline. Finally, strong planning skills will be needed to deal with the growing demands on the system and the impact of changing demographics.

**Dimensions (2013/14)**

Person Years: 192.2 (Vote 1); 25.5 (Vote 4)  
O&M budget: $55 million (Vote 1), exclusive of medical travel  
Capital: N/A  
Spending Authority: Full, within budget

**Specific Accountabilities**

- Providing strong and effective leadership to interdisciplinary health services team throughout the region.
- Overseeing the management of primary and public health, health promotion and protection, within the region in accordance with departmental policies, guidelines, and accepted professional practice.

- Establishing goals, objectives and indicators for health services programs in the region and achieving acceptable results.

- Developing, through a team oriented approach, a vision and strategic direction for the region that is shared by staff, community agencies, and informal community leadership.

- Developing and supporting the development of more effective relationships and partnerships between Kivalliq communities and the health services system, in program planning and in the promotion of well-being.

- Functioning as a member of the Department’s senior management team and a leader within the Department, to coordinate the delivery of health services programs across the Territory and to plan for a shared vision of the future.

- Providing professional advice and support to the Minister through the Assistant Deputy Minister - Operations on issues within the region and in individual communities.

- Effectively supervising staff within the region and developing and providing a staff development program aimed at improving their skills in their areas of responsibility.

- Evaluating, or causing to be evaluated, the performance of staff within the region with aim of improving services and the professional capacity of staff, both individually and as teams.

- Developing where necessary, and enhancing where existing, the capacity to create and strategically use information resources in the design and delivery of regional and community programs and services.

- Developing and implementing effective budget controls for the region and managing the budget in accordance with the requirements of the Financial Administration Act and departmental policy.

- Developing business cases to support the need for additional financial and/or human resources.

- Collaborating with other Departments and stakeholders on Key initiatives
• Preparing Briefing notes and providing information when requested by the Minister, Deputy Minister, and Assistant Deputy Minister

• Developing and ensuring that a human resources capacity plan exists appropriate to the region and individual communities.

**Knowledge, Skills, and Abilities**

• A university degree.

• A minimum of 10 years of successful senior management experience in the Health field.

• Experience in any of the following: Health, Business Administration, Human Resources, Nursing, Social Work, Social Sciences, etc.

• Strong written and oral communication skills.

• Fluency in the Inuit Language would be a definite asset.

• Experience and the ability to work effectively in a cross-cultural environment would be an asset.