

Government
of CanadaGouvernement
du Canada

Canada

GC (Government of Canada) Jobs

[Home](#)

Assistant Director of Nursing

[Share this page](#)**Reference number:** DIS21J-022467-000221**Selection process number:** 21-DIS-AB-EA-395893

Indigenous Services Canada - First Nations and Inuit Health Branch
Edmonton (Alberta)

NU-CHN-07

\$101,495 to \$122,926

For further information on the organization, please visit [Indigenous
Services Canada](#)

Closing date: 27 June 2021 - 23:59, Pacific Time

Who can apply: Persons residing in Canada and Canadian citizens
residing abroad.

[Apply online](#)

Important messages

We are committed to providing an inclusive and barrier-free work environment, starting with the hiring process. If you need to be accommodated during any phase of the evaluation process, please use the Contact information below to request specialized accommodation. All information received in relation to accommodation will be kept confidential.

[Assessment accommodation](#)

You must provide clear and concrete EXAMPLES and DETAILS of how you meet the education and experience requirements (essential & asset), including: WHEN, WHERE and HOW you obtained the education and experience.

A lack of examples and details may result in your application being rejected as the Assessment Board will have insufficient information to determine if the requirement is met.

The Assessment Board will use the submitted information to screen the Essential Education and Experience qualifications listed on the Statement of Merit Criteria.

Duties

Working closely with the Director of Nursing (DON), the Assistant Director of Nursing (ADON) assists with planning and managing Regional and Field Operations and/or Programs.

Advises the Director of Nursing (DON) on matters that impact Nursing Operations and/or Programs.

Demonstrates fiscal responsibility according to Treasury Board Guidelines.

Manages human resources including the staffing, recruitment and retention of both professional and administrative personnel to ensure that appropriate expertise is available for the delivery of nursing/healthcare services.

Ensures that all nursing services provided comply with applicable standards and requirements of FNIHB and the College and Association of Registered Nurses of Alberta.

Prepares reports on emerging trends and issues related to nursing, primary health care and allied clinical programs.

Provides leadership and direction for the development of strategies to promote recruitment, retention, and recognition of excellence in healthcare service delivery.

Consistently supports and communicates the mission and values of the directorate and organization.

Work environment

Indigenous Services Canada (ISC) works collaboratively with partners to improve access to high quality services for First Nations, Inuit and Métis. Our vision is to support and empower Indigenous peoples to independently deliver services and address the socio-economic conditions in their communities.

The Assistant Director of Nursing provides Nursing Management and Leadership Support to the First Nations and Inuit Health Branch (FNIHB) Director of Nursing for Alberta Region. The position is full-time, Monday – Friday, and located in Regional Headquarter offices, in Edmonton, Alberta. The Assistant Director of Nursing will work collaboratively with the provincial health system, regulatory bodies, unions, health partners, First Nations, First Nation organizations, to coordinate and align federal health service delivery to meet needs of Alberta’s First Nation communities.

Intent of the process

The immediate intent of this poster is to fill up to 2 positions in Alberta.

A pool of qualified candidates may be established and may be used to staff similar positions on a term, acting and/or permanent basis in Edmonton, Alberta.

Positions to be filled: 2

Information you must provide

Your résumé.

A covering letter

A response to a text question addressing the following:

1) The Calls to Action from the Truth and Reconciliation Commission (TRC) and United Nations Declaration on the Rights of Indigenous Peoples (UNDRIP)

identified many issues impacting Indigenous Peoples' health. These documents are not provided, but can be found on the internet. In 500 words or less, tell us how the Truth and Reconciliation Commission (TRC) and United Nations Declaration on the Rights of Indigenous Peoples (UNDRIP) would guide your practice working with First Nations people of Alberta.

2) There are times when even the most dedicated and efficient employee will unexpectedly encounter personal issues that will pull us away from our work responsibilities. In 500 words or less, tell us about a time when your dependability was challenged. What was the situation or issue? What work was impacted and what was the approach?

Please note, your response will be used to assess;

- Written Communication,
 - Knowledge of key issues impacting the health status of First Nations
 - Dependability.
-
- Each answer must be no more than 500 words in length.
 - Please use complete sentences and paragraphs; do not use point form or bullets.
 - Ensure that your work is on topic and provides appropriate information on the subject and that the information presented is relevant and clear.
 - What you submit must be your own response. Plagiarism is not acceptable.

In order to be considered, your application must clearly explain how you meet the following (essential qualifications)

Education:

Graduation with a degree from a recognized post-secondary institution with acceptable specialization in nursing, nursing service administration, nursing education or some other specialty relevant to the position.

Degree equivalency

Occupational Certification:

Eligibility for registration as a registered nurse in a province or territory of Canada.

Experience:

Significant* experience in providing clinical oversight and guidance to health care professionals.

Significant* experience in working in inter-disciplinary teams or in collaborative practice environments.

Significant* experience in interpreting strategic policy advice on health issues and incorporating them into practice.

Experience analyzing and forecasting financial requirements for a program in the amount of a million dollars or more.

Significant * experience in establishing and maintaining relationships with a wide range of partners or stakeholders.

Significant* is defined as having performed complex activities related to these tasks and responsibilities; application must identify how this experience was met.

Knowledge:

Knowledge of key issues impacting the health status of First Nations.

The following will be applied / assessed at a later date (essential for the job)

English essential

Information on language requirements

Organizational Competencies:

Aboriginal Cultural Competency

Core Competencies:

Communication (Oral)

Communication (Written)

Dependability

Behavioural Competencies:

Mobilize People

Collaborate with Partners and Stakeholders

Achieve Results

Uphold Integrity and Respect

Promote Innovation and Guide Change

Create Vision and Strategy

Abilities:

Ability to work effectively with First Nations, Inuit and/or Métis.

The following may be applied / assessed at a later date (may be needed for the job)

Education:

Graduation with a Master's Degree from a recognized post-secondary institution with an acceptable specialization in nursing, nursing service administration, nursing education or some other specialty relevant to the position.

Degree equivalency**Experience:**

Experience in human resources management; related policies and procedures.

Experience in financial management; related policies and procedures.

Experience providing program advice and recommendations to senior management.

Experience managing projects in accordance with accepted Government of Canada project management principles.

Experience analyzing and resolving complex operational issues for a service delivery program.

Experience in working with, collaborating with, or providing services to Indigenous communities.

Abilities:

Ability to speak a First Nations language.

Organizational Needs:

Indigenous Services Canada is committed to having a skilled and diversified workforce representative of the population it serves. In support of our strategy to achieve our employment goals for Aboriginal peoples, preference may be given to candidates who, at the time of application indicate that they are an Aboriginal person (self-declaration). Indigenous/Aboriginal candidates must use the Affirmation of Aboriginal Affiliation Form (AAAF).

Operational Requirements:

Possession of a valid driver's license.

Willingness and ability for occasional travel is required. Incumbent may be required to travel by vehicle or small fixed wing aircraft; travel may include remote and northern locations.

Willingness and ability to work overtime if required.

Conditions of employment

Must meet and maintain the Reliability security requirements of the position. Continuous, and in good standing, professional registration with the College and Association of Registered Nurses of Alberta.

Other information

The Public Service of Canada is committed to building a skilled and diverse workforce that reflects the Canadians we serve. We promote employment equity and encourage you to indicate if you belong to one of the designated groups when you apply.

Information on employment equity

Personnel Psychology Centre (PPC) testing may be used.

Reference checks will be sought.

Candidates will be asked to provide original proof of your education credentials.

Candidates with foreign credentials must provide proof of Canadian

equivalency. Consult the Canadian Information Centre for International Credentials for further information at <http://www.cicic.ca>.

Candidates will be asked to provide proof of Canadian citizenship.

Candidates must ensure that they are available for any testing or interviews required.

The screening board cannot make assumptions about your experience. It is important that candidates clearly demonstrate to what degree they meet the above experience elements, giving detailed examples for EACH element.

All communication relating to this process, including email correspondence, may be used in the assessment of qualifications.

An interview may be administered.

A written examination may be administered.

Candidates must meet the essential qualifications to be appointed to a position.

Acknowledgment of receipt of applications will not be sent; we will contact candidates when the screening process is completed.

Preference

Preference will be given to veterans and to Canadian citizens, in that order, with the exception of a job located in Nunavut, where Nunavut Inuit will be appointed first.

[Information on the preference to veterans](#)

We thank all those who apply. Only those selected for further consideration will be contacted.

Contact information

Shawn Grono

aadnc.nursestaffinghrsc-dotationinfirmierscscrh.aandc@canada.ca

Apply online

Date modified:

2021-05-18