



WOLASTOQEY TRIBAL COUNCIL

Matawaskiye • Wotstak • Bilijk • Sitanskisk • Welamukotuk

EMPLOYMENT OPPORTUNITY – Wolastoqey Tribal Council Inc.

Health Services Manager

Location: Fredericton, New Brunswick, Canada

Duration: One year with possibility of renewal

Reporting to: Health Lead

Date issued: July 22nd, 2026

Deadline for application: August 9th, 2026

About the Organization:

The Wolastoqey Tribal Council Inc. (WTCI) is a not-for-profit organization whose role is to provide capacity-building opportunities for its member communities within the traditional Wolastoqey territory in New Brunswick. These member communities consist of Matawaskiye (Madawaska Maliseet First Nation), Wotstak (Woodstock First Nation), Bilijk (Kingsclear First Nation), Sitanskisk (St. Mary's First Nation), and Welamukotuk (Oromocto First Nation).

Visit our website for more information: www.wolastoqey.ca

Position Overview:

Reporting directly to the Health Lead, the Health Services Manager is responsible for the effective management and coordination of WTCI's health programs and services. This role ensures that health programs are delivered efficiently, meet reporting and funding requirements, and progress WTCI's health priorities. The Health Services Manager supervises health staff, supports program planning, and ensures that community engagement, administrative, and financial functions are carried out smoothly.

Key Responsibilities:

Reporting to the Health Lead, the Health Services Manager will be responsible for the following:

Management and Supervision

- Supervise and coach WTCI's health services staff to ensure effective program delivery and professional development.
- Manage health team work plans and coordinate priorities across programs.

- Foster teamwork, collaboration, and mutual accountability among staff and partners.
- Promote an inclusive, respectful, and culturally grounded work environment.
- Participate in organizational leadership meetings and represent health services in internal forums.

Program and Operations Management

- Oversee all health program areas.
- Develop and manage operational plans and schedules, ensuring work aligns with community health priorities.
- Coordinate program logistics, such as community visits, the Nurses Practice group, and powwow trail participation.
- Monitor program budgets and expenditures and support the preparation of annual reports to funders.
- Maintain records, databases, and administrative systems to ensure accountability and transparency.

Internal Partnerships and Coordination

- Collaborate with WTCI Tribal Council staff to coordinate interdepartmental initiatives and ensure alignment with organizational priorities.
- Support communication between health staff, the Health Lead, and other departments.
- Assist in coordinating consultants and contractors who support program implementation.

Community Relations

- Build respectful relationships with community members and leaders, promoting community involvement in health initiatives.
- Promote effective communication of health programs and services available to Wolastoqey community members.
- Encourage Knowledge Carrier involvement and traditional knowledge in health activities.
- Represent WTCI's health services in meetings or committees as assigned by the Health Lead or Nihkanatpat (Executive Director).

Funding and Reporting

- Assist staff and communities with funding proposal development and reporting.
- Track and summarize program performance for internal reporting and funding renewal.
- Prepare annual and ad hoc reports on health operations for leadership and communities.

Qualifications:

- Bachelor's degree in health sciences, Indigenous studies, public health, public administration, or a related field.
- Minimum 2 years of management experience, preferably within Indigenous organizations, healthcare, government, or the non-profit sector.
- Demonstrated experience managing teams, programs, budgets, and organizational priorities.
- Strong understanding of Indigenous health, community health services, and the health system.
- Knowledge of Wolastoqey language, culture, governance, and communities is considered a strong asset.
- Strong understanding and appreciation of Indigenous cultures, traditions, and kinship systems.

Additional Notes:

- The successful candidate must have a valid driver's licence and regular access to a vehicle.
- Candidates who currently hold elected political office are not eligible for consideration for this position.

Remuneration is commensurate with qualifications and experience. The Wolastoqey Tribal Council Inc. offers competitive salary and benefits to our employees. The salary range for this position is \$73,000.00 - \$93,000.00. Working location is 35 Dedham St, Sitsansk (Fredericton, New Brunswick).

Applications should be submitted in confidence via email, with the subject line "Health Services Manager" to: human.resources@wolastoqey.ca. The deadline for application is August 9th, 2026.

WTCI hires based on merit and is committed to employment equity. We encourage all qualified persons to apply; however, preference will be given to individuals with an Indigenous background as per section 42 of the Human Rights Code.

Note: personal suitability will also be considered during the hiring process.