

Director Of Operations

FTE: 1.0

Status: Permanent

Closing Date: Thursday July 30, 2026

Salary: \$119,990 - \$161,490 per annum

Summary of Position:

Reporting to the Executive Director, the Director of Operations is responsible for overseeing the day to day administrative and operational functions of the organization. They ensure that programs and services are delivered efficiently and meet community needs. They ensure staff are supported and provide oversight to the implementation of the Strategic Operational Plan. The Director of Operations will oversee and manage operations, program implementation, staff, quality of care, service delivery, operational budgets, infrastructure, and community engagement.

Duties and Responsibilities:

- Provides strategic and operational leadership by partnering with the Executive Director to advance organizational vision, oversee day-to-day operations, and support staffing, management, and employee performance.
- Ensures high-quality, culturally safe service delivery by monitoring organizational performance, aligning programs with strategic goals and community needs, and maintaining compliance with legislation and best-practice standards.
- Implements new programs and services and ensure alignment with the organizations vision and values.
- Provides leadership and oversight across operations, including staff supervision, recruitment, employee relations, investigations, disciplinary matters, onboarding, and professional development.
- Collaborates with the Executive Director on human resource and succession planning while serving as the Executive Director designate during periods of absence to ensure leadership continuity.
- Ensures services meet clinical, quality, and cultural standards by leading quality improvement initiatives, implementing the annual Quality Improvement Plan, and supporting continuous service excellence.
- Collaborates with the Executive Director to manage organizational risk, oversee concerns and complaints processes, and develop operational policies, procedures, and medical directives that support sustainable, high-quality service delivery.
- Supports budget development and oversees fiscal activities, reporting on operational financial performance to the Executive Director.
- Provides operational oversight of information systems, electronic medical records, supply chain and procurement processes to ensure efficiency, compliance, and effective service delivery.
- Collaborating with the Executive Director to ensure infrastructure, facilities, and remote/outreach services—including virtual care—are safe, accessible, and aligned with legislative requirements.
- Acts as spokesperson for the organization when required to build and maintain effective relationships with partners, communities, and stakeholders while supporting external engagement and collaboration initiatives.



GIZHEWAADIZIWIN
Health Access Centre

Qualifications:

- Post-Secondary Degree in Health, Social Services, Psychology or related field.
- 5-10 years of Senior Management experience with leadership certification or credentialing.
- Must provide a valid Ontario Driver's License.
- CPR/First Aid and Mental Health First Aid certified or willing to obtain.
- Clean Vulnerable Sector Criminal Reference Check and Driver's Abstract.
- Must be willing to travel to all Southern Treaty 3 First Nation Communities when required.
- Ability to speak Anishinaabemowin a definite asset.
- First Nations, Inuit or Métis candidates are encouraged to apply. Please self-identify.
- Must possess knowledge and understanding of the unique and diverse needs of the Indigenous Peoples of Southern Treaty #3.

As a part of our team, you will be eligible for:

- 100% employer-paid health care benefits;
- Become a member of the Healthcare of Ontario Pension Plan (HOOPP);
- Six (6) paid Personal Leave Days a year;
- Minimum 3 weeks (starting) paid vacation subject to increase quickly over tenure;
- Invited to actively participate in cultural and traditional teachings and knowledge.

How to Apply:

Qualified applicants are invited to submit a cover letter referencing the job title and resume to Northern Peak HR at recruitment@northernpeakhr.com . Only those considered for the position will be contacted.

Gizhewaadiziwin is committed to providing employment accommodation in accordance with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act. If contacted for an employment opportunity or interviewing, please advise if you require accommodation.