



**Weeneebayko Area Health Authority**

19 Hospital Drive  
P.O. Box 664  
Moose Factory, ON  
P0L 1W0  
Canada

T: 705-658-4544  
W: [www.waha.ca](http://www.waha.ca)

## EMPLOYMENT OPPORTUNITY:

**Title:** Manager of Support Services  
**Division:** Corporate and Financial Services  
**Site:** Moose Factory Hospital  
**Reports to:** Director of Facilities and Environment  
**Status:** Permanent Full-Time

The **Weeneebayko Area Health Authority (WAHA)** is seeking an experienced professional to fill the key role of **Manager of Support Services**.

### The Organization

**Weeneebayko Area Health Authority (WAHA)** is the leading health care provider on the western James Bay coast. WAHA provides regional comprises of hospitals in Moose Factory, Fort Albany, and Attawapiskat, with a Health Centre in Moosonee. WAHA also provides regional outpatient programs, as well as Paramedicine services in Moose Factory, Moosonee, Fort Albany, Kashechewan, Attawapiskat, and Constance Lake. The span of services, complexity of care needs in the region, and the depth of health integration has made WAHA a leader and a model of health care services in Northern Ontario. WAHA consists of 450 employees, a Physician team, many students, as well as community stakeholders. It is affiliated with Queens University and offers many educational opportunities for current and prospective team members.

### Position Profile Requirements:

- A skilled problem solver with an ability to think analytically.
- Proven leadership skills aligned with the LEADS framework of management.
- Background in facilities management, environmental services, and how to manage in a health care setting.
- A motivational leader who can lead change-management and motivate all teams and direct reports.
- Knowledge of issues pertaining to the remote north.
- A demonstrated ability to coach, mentor, and lead a multidisciplinary team.

### Key Responsibilities

- Manage the daily operations of the Housekeeping, Laundry, Dietary and Housing teams.
- Adheres to the FNIHB-Non-Insured Health Benefits Medical Transportation Policy, Departmental Directives and Policies of Weeneebayko Area Health Authority
- Participate as a member of the leadership team while being a role model, coach, and mentor for your teams and the broader organization.
- Align your responsibility centre with the strategy, goals, and vision of the organization with a strong commitment to customer service.
- Work with People Services team to implement a regional capacity building program for your respective departments.
- Ensure a culture of safety and efficiency within your teams.

### Qualifications and Experience

- Diploma in Engineering, Facilities Management, Business Administration, or a related field is required
- Bachelor's degree in Engineering, Commerce, Business, or Health Administration, or a willingness to obtain is strongly preferred
- 5 + years of leadership experience in a public-sector setting
- Experience working with both the federal and provincial health systems is considered an asset.
- Experience working in a unionized environment is considered an asset.
- Experience working in a First Nations environment is an asset.

### Benefits

- Defined benefit pension plan (HOOPP) and health and welfare benefits
- Retention, travel and Northern allowance benefits, Relocation allowance
- Working for an organization currently undergoing development and transformation

### How to Apply:

The successful candidate must provide a valid **Criminal Record Check** within a specified time frame.

Please apply in writing, providing three recent work references, quoting Competition **#2023-011** to:

**Human Resources - Weeneebayko Area Health Authority**  
**P.O. Box 664, Moose Factory, ON P0L 1W0**

- Resumes can be emailed to [jobs@waha.ca](mailto:jobs@waha.ca) or faxed to 705-658-4917
- This position will remain open until a suitable candidate is hired
- For more information contact the HR team by email above
- **Please be advised that in order to be eligible for employment at Weeneebayko Area Health Authority, all new hires must have received the full series of a COVID-19 vaccine or combination of COVID-19 vaccines approved by Health Canada**

Weeneebayko Area Health Authority is an inclusive employer. Accommodations are available in accordance with the Ontario Human Rights code and *Accessibility of Ontarians with Disabilities Act, 2005*.

Revised: February 22<sup>nd</sup>, 2023