



First Nation of Na-Cho Nyäk Dun EMPLOYMENT OPPORTUNITY

COMPETITION #: 9130-24-400-02

Position: DIRECTOR, WELLNESS AND SOCIAL PROGRAMS

Department: Wellness and Social Programs

Location: Government House, Mayo, Yukon

Status: Regular Indeterminate

Hours: 75 Hours Bi-Weekly

Posting Date: April 3, 2024

Closing Date: April 24, 2024

Job Description: <https://www.nndfn.com>

THE OPPORTUNITY

Reporting to the Executive Director, you will be responsible for providing direction and leadership to the Health and Wellness team in the development and delivery of FNNND Wellness, Health, and Social Programs. Your key responsibilities include overseeing a diverse range of programs respecting provision of community support, counselling, medical services, social assistance, and wellness projects. A key part of this role is ensuring that Social Programs are delivered respectfully, equitably, and efficiently with due regard to First Nations culture and traditions. You will ensure that the Wellness and Social programs goals identified by Council are implemented. You will be responsible for presenting an annual budget to Council for approval and for ongoing financial management. The ability to form partnerships with community members, professionals, negotiators, agencies at the local, federal, and territorial levels is a key component of this position.

THE PERSON

We are looking for someone who can meet the needs of citizens while respecting and including traditional values, demonstrates empathy skills and can lead with integrity and compassion. You will demonstrate a solid commitment to and respect for the spirit and core values of the FNNND organization, setting an example of professionalism and ethical behaviours. The development of people is a key role in this position through coaching, mentoring, and managing performance with a genuine desire to help others succeed.

QUALIFICATIONS

You will possess a degree in the Health/Social Science field or a related field along with at least five years of experience in a related leadership role within a First Nations environment. A degree or diploma in Business Administration is an asset. You will have demonstrated an in-depth knowledge of social and health programs and services within a Yukon First Nations social structure. The ability to communicate effectively and diplomatically with co-workers, FNNND citizens, outside agencies, partners and all levels of government is necessary. A background in the medical field is considered an asset. An equal combination of education and experience will be considered.

ANNUAL SALARY RANGE: \$ 115, 890.00 - \$ 168, 566.00 Annually [\$ 59.23 - \$ 86.15 /hr]. The FNNND offers a competitive benefits package including shared pension contributions, extended health, and dental plan. Subsidized housing is available.

If you are interested in this opportunity, please send Cover Letter and Resume to:

Karen Clark-Marlow
Director, Human Resources and Capacity
First Nation of Na-Cho Nyäk Dun
Box 220, Mayo, Yukon Y0B 1M0
E-mail: hrd@nndfn.com

Please note: In order for your application to be considered you must be a permanent resident of Canada. Preference will be given to First Nation of Na-Cho Nyäk Dun Citizens. Although we thank all those who apply only those selected for further consideration will be contacted.

FIRST NATION OF NACHO NYAK DUN (FNNND)

POSITION TITLE: Director, Wellness and Social Programs
DEPARTMENT: Wellness and Social Programs
SUPERVISOR: Executive Director
DATE: July 2023
STATUS: Regular Indeterminate
CLASSIFICATION: Level 10

JOB SUMMARY

Reporting to the Executive Director this position directs the Wellness and Social Programs Department team in delivering programs and services in the areas of health and wellness, health, and social assistance programs.

MAIN DUTIES

Directs the Wellness and Social Programs team in delivering programming and services by:

- Researching and keeping informed of new trends, issues, programs, and services federally and territorially, and with other First Nations, agencies, organizations and professionals and assessing implications to the First Nation of Na-Cho Nyak Dun (FNNND).
- Receiving recommendations from Council standing committees.
- Advising on FNNND legislation, monitoring, evaluating, and recommending changes.
- Developing and implementing strategic goals, work plans, policies and procedures based on community goals, client needs and funding partners requirements.
- Continually evaluating community, client and partner needs, strategic goals and plans, policies, and procedures, and changing as required.
- Ensuring the development and delivery of specific activities and services.
- Assisting with critical incidents experienced by staff and clients.
- Analyzing statistical data and ensuring that data systems are maintained.
- Researching funding opportunities and ensuring proposals are submitted.
- Advising staff members who are preparing contracts and contribution agreements.
- Ensuring sufficient resources are obtained and made available for implementing plans.
- Ensuring that contracts, contribution agreements, and programs are properly administered and reported upon.
- Determining the need for consultants/ contractors, and initiating hiring/ selection and monitoring the work of consultants and contractors.
- Identifying how services and programs can be integrated with other FNNND departments, and consulting with those departments.

Liaises with community members, partners, professionals, negotiators, agencies, and organizations by:

- Participating in committees, boards, forums, commissions, meetings and working groups on the national, territorial and community levels as well as with other First Nations in developing goals, plans, policies, and procedures and dealing with Citizen's concerns.
- Negotiating with Territorial and Federal officials on program and funding agreements.
- Discussing community and client needs with territorial and federal staff to problem solve or fill gaps in services.
- Assigning staff to participate in a variety of boards and committees, commissions, working groups and negotiations.
- Ensuring information sessions and public meetings are held regularly with Citizens.
- Providing information to consultants and contractors.

Financial Management:

- Gathers budgets from staff and compiles yearly/ quarterly departmental budget and makes final decisions as to content of budget.
- Submits and defends the yearly budget request to the Senior Management Team and Council.
- Prepares variance reports.
- Reports to the Finance Director on any projected surpluses or shortages.
- Reconciles revenues of contribution agreements to expenses.
- Approves departmental purchases and contracts, monitors budget and expenditures, and decides when to move budget dollars to other budget items as needed.

Personnel Management

- Evaluates staffing needs and determines qualifications as needed.
- Establishes working priorities and makes changes to workload requirements as needed.
- Evaluates personnel performance management.
- Discusses training needs with staff and Human Resources Department in monitoring implementation of plans and evaluating effectiveness of training.
- Assists with timesheets and leave requests in Human Resources Information Systems (HRIS).
- Monitors compliance with health and safety (i.e. WCB) standards, regulations and legislation guidelines.

Participates as a member of the senior management team by:

- Attending weekly Director meetings to discuss and develop organizational policies and procedures and plan government wide business and integration of services amongst departments.
- Attending Council meetings as required.
- Developing organizational strategic plans and goals.

- Preparing briefing notes as needed.
- Responding with other senior management members to critical incidents as needed.

JOB KNOWLEDGE AND SKILLS

Education

- Degree or diploma in a field related to health and social services, or the equivalent in experience and relevant training.
- Knowledge of Umbrella Final Agreement (UFA), Self-Government Agreement (SGA) and First Nations Final Agreement (FNFA).
- Knowledge of intergovernmental commissions, boards and working groups.
- Knowledge of health and social issues affecting First Nations peoples both locally and nationally.
- Knowledge of federal and territorial funding programs for health and social services.
- Knowledge of financial management.

Management Skills

- Ability to lead by example.
- Ability to be a team player and work with people from various disciplines and cultures.
- Ability to delegate.
- Ability to multitask in a high paced environment.
- Ability to problem solve and resolve conflicts.
- Time management and organizational skills.
- Ability to assume responsibility and meet deadlines.
- Ability to supervise and mentor staff.
- Ability to write reports and make presentations.
- Ability to negotiate contracts and contribution agreements.
- Ability to analyze, prepare and reconcile budgets and expenditures.
- Ability to research and analyze organizational and departmental needs and develop strategic goals, work plans and policies and procedures.
- Ability to prioritize and rank issues in relation to the overall goals of FNNND.
- Ability to develop policy papers, technical papers and present technical data to Senior Management Team, Supervisor, Council, and government officials.

Specific Skills

- Ability to use email and MS Office.
- Basic understanding of information and database systems.
- Ability to interpret human and social services related legislation.

Interpersonal Skills

- Incumbent must be comfortable in a cross-cultural setting.
- Incumbent must be comfortable living in a remote setting with extreme temperatures and light conditions.

- Ability to communicate effectively and diplomatically, both verbally and in writing, with co-workers, community members, FNNND Citizens, and with outside agencies, partners, and business associates.

DECISION MAKING

This position is directly responsible to the Executive Director, and FNNND Citizens. The incumbent works independently and with initiative within established policies, procedures, objectives, and priorities. Decision-making is required for the day-to-day operation of FNNND Wellness and Social Programs, for developing procedures where none exist, setting work priorities, ensuring financial accountability, and making changes to operational procedures. Decision-making is also required in a long-range planning, communicating with associates, and determining which recommendations are forwarded to Council.

IMPACT/ ACCOUNTABILITY

The position is accountable for compliance with legislation, directing strategic planning, establishing, and meeting departmental goals and work plans, that expenditures do not exceed budget and revenues, and enforcement of standard operational policies and procedures. Proper administration of health and social programs is critical to the well-being of FNNND Citizens.

POSITIONS SUPERVISED

- Wellness and Social Programs Assistant
- Counsellor
- Manager, Social Programs
- Elders Coordinator
- Wellness Project Manager

WORKING CONDITIONS

This position is located in a normal office environment.

Spiritual:

- Meeting the needs of Citizens while respecting and including traditional values.

Physical:

- Approximately 70% of time is spent using the computer.
- Travel approximately 40% of the time.
- Remote living conditions in extreme temperatures and light conditions.

Mental:

- Regular need to meet critical deadlines (i.e. meetings, reports, ad-hoc deadlines).
- Many critical incidents and responding to these incidents during work hours and after hours.
- Shifting priorities to respond to FNNND government and community needs.
- Program and service delivery are affected at times by conditions due to the remoteness of the community.
- Multi-tasking and frequent interruptions.

Emotional:

- High number of Clients experiencing critical incidents and who are under extreme emotional stress.

CONDITIONS OF EMPLOYMENT

- Willingness to follow policies and procedures as detailed in personnel and administrative manuals.
- Criminal record check
- Oath of Confidentiality
- Drivers Class 5 License an asset
- Ability to maintain a healthy lifestyle.
- Willingness to work extra hours to meet deadlines.
- Willingness to respond to critical incidents outside of work hours.