



EMPLOYMENT OPPORTUNITY

POSITION: **Manager of Wellness and Culture Trainee**
SUPERVISOR: Executive Director or designate
WAGE: \$76,000 – \$88,000, dependent upon experience, knowledge, and suitability
STATUS: Permanent Full-Time Position in Atlin British Columbia
CLOSING DATE: Open until Filled

POSITION SUMMARY:

Reporting to the CAO (Chief Administrator Officer) and Manager of the Department through the training period, the Manager of Wellness and Culture is responsible assisting the Manager trainer for managing, planning, organizing, and assessing W&C programs and staff to create opportunities and support for Taku River Tlingit citizens, in accordance with TRTFN's mandate.

DUTIES AND RESPONSIBILITIES:

In a training role under the guidance of the existing Manager trainer and CAO will operate as a subject matter expert on wellness (health, social, addictions prevention, residential school healing, family wellness) policy and programming in a First Nations context. The successful applicant will champion an Indigenous holistic philosophy and approach to physical, mental, emotional, and spiritual health and wellbeing through responsibilities that will include to:

1. Establish, monitor, and evaluate work plans for W&C programs in consultation with programs leads and in consideration of community needs to ensure TRTFN's goals and objectives are met.
2. Develop policies and procedures to ensure the department is managed effectively, efficiently, and in a culturally reflective manner.
3. Contribute with leadership and management team partners to further self-governance through the increasing of responsibilities in areas including child and family services, health and wellness, and seniors and home care
4. Manage and oversee all W&C programs and ensure all are within budget, funds spent in accordance with agreements and policies, compliance is maintained and report obligations to funding agencies in a timely manner. Attend various meetings.
5. Responsible for preparing, managing, and controlling W&C budgets. Controlling day to day expenditures and planning, forecasting, and preparing an annual department budget in co-ordination with the Management Team and CAO. Ensure that financial information/records are provided to TRTFN's Finance Division on a timely basis and other required records are maintained for audit and compliance purposes. Responsible for adherence to TRTFN's policies, procedures and Financial Administration Law, policies, and procedures.
6. Cultivate partnerships with other First Nations, Indigenous, and community organizations
7. Effectively communicate with the Departmental team, First Nation citizens, committees, volunteers, and all other parties in a professional and respectful manner
8. Obtain resources to deliver programs by developing and submitting proposals to appropriate funding agencies or assisting department staff to do so. Carry out and maintain obligations set out in the agreements of approved proposals.
9. Create and provide pre-treatment, treatment, and after-care opportunities to the community.
10. The Candidate affirms that she/he can have all departmental budgets prepared for the audit other necessary transactions and/or entries completed in accordance with policies and control procedures.
11. Working closely with the CAO, Manager Trainer, Matriarchs, Elders and Citizens on all activities in the Wellness and Culture programs; keeping them informed of changes in the process of Aboriginal Health programs as they occur.

12. Responsible for the Human Resources management of the department by outlining job requirements in collaboration with the Administration HR, maintaining the personal development and training of qualified staff, performing the evaluation process, and ensuring staff are educated and in compliance with TRTFN policy and procedures.
13. Work as a team with staff of the Department to resolve conflict situations and problem solve on any concerns the staff may have, keeping the CAO informed of any irregularities. Maintain a working relationship with staff and Clan members to ensure the exercising of power and responsibility is fulfilled in a respectful, fair, non - discriminatory and non-abusive manner. Ensure that TRTFN W&C Programs are delivered respectfully, equitably, and efficiently with due regard to TRTFN culture and traditions.
14. Keep confidential and private all information obtained about the personal circumstances of any individual who becomes a client of this department. Information needing to be disclosed to a body or person who can assist a client must be provided only with the consent of the client and on a “need to know” basis for the purpose of assisting the client with a healing plan or other assistance.
15. Ensure reports are sent to the CAO, the Ministry of Social Services and other funding agents regularly to comply with program and financial requirements.
16. Completion of professional development annually, subject to policy, work plans, budgets and approval of the Manager Trainer and CAO.

EDUCATION AND EXPERIENCE:

Completion of a post-secondary degree, Bachelors, and preferably post graduate degree in a field such as social services, health, education social work, indigenous governance focusing on Wellness. Experience working with First Nations and/or a combination of education, training and in a supervisory or management position. Experience in effectively managing organizational resources (i.e., staff, materials, assets, budgets). Knowledge of relevant legislation and First Nations Health Authority and Health Canada programs. Proven ability to practice in a culturally safe manner. Solid leadership and management experience. Proven respectful interactive communication and cooperative interactions. Solid computer skills. Experience working with First Nations health, social, or wellness programs. Candidates with Indigenous cultural knowledge such as traditional medicine, Indigenous language particularly Tlingit language and culture should highlight this in their resume.

CONDITIONS OF EMPLOYMENT

- Class 5 driver’s license, clean driver’s abstract
- Criminal Record Check (Vulnerable Sector)
- Willingness to travel

APPLICATION PROCESS: e-mail applications to: senior.admin@gov.trtfn.com

“An eligibility list will be maintained on competitions for 12 months for those employees who qualify for the skills required but are not the highest-ranking candidate in the competition.”