



EMPLOYMENT OPPORTUNITY

POSITION	Social Manager Latséeni Daakahidi
WAGE	\$76,000 - \$88,000 (dependent upon experience, knowledge, and suitability)
STATUS /	Permanent Full Time Position
SUPERVISOR	General Manager – Latseeni Daakahidi (House of Strength)
Location	Atlin, British Columbia
Closing Date	Open Until filled

POSITION SUMMARY

Reporting to the General Manager of Latseeni Daakahidi, the TRTFN Health Manager is responsible for managing, planning, organizing, and assessing Social programs and staff to create opportunities and support for Taku River Tlingit citizens, in accordance with TRTFN's mandate.

DUTIES AND RESPONSIBILITIES

In his/her role, the Manager of Health will operate as a subject matter expert on wellness policy and programming in a First Nations context, focusing on the holistic health support programs offered through TRTFN. The successful applicant will champion an approach to physical, mental, emotional, and spiritual health and wellbeing through responsibilities that will include:

1. Establish, monitor, and evaluate work plans for Social programs in consultation with program 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 respectful manner.
3. Contribute with leadership and management team partners to further self-governance through the increasing of responsibilities in areas including child and family wellness and resuming jurisdiction, elder support, community wellness, cultural outreach, social programs and wellness, and in-person citizen support.
4. Manage and oversee all Social 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 Social budgets. Controlling day to day expenditures and planning, forecasting, and preparing an annual department budget in co-ordination with the Management Team, General Manager, 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. Working closely with the LD General Manager, Matriarchs, Elders and Citizens on all Social programs; updating community regularly as changes occur
9. Responsible for basic human resource management for Social front line workers
10. Demonstrated ability to maintain and protect confidentiality as outlined in relevant regulatory bodies
11. Ensure finances and front-line Social reporting are up to date based on pre-determined deadlines.
12. Completion of professional development annually, subject to policy, work plans, budgets, and approval of the LD General Manager.

EDUCATION, SKILLS 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.
 - Relevant lived experience will be considered as equal qualification
- Minimum of 3 years 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.
- 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

Valid Driver's License with Clean Driver's Abstract, Criminal Record Check with Vulnerable Sector, References and willing to travel.

APPLICATION PROCESS

Email application to: careers@gov.trfn.com Titled Health and Wellness Manager

We thank all applicants and would like to inform all that only those selected will be contacted.

Preference given to Taku River Tlingit First Nation Citizens

We only accept application from Canadian Citizens and Permanent Residents.