



Ta'an Kwäch'än Council

A Position Title: **Wellness Manager**
Department: Health and Social
Supervisor: Executive Director
Date: August 14, 2019
Status: Regular Full-time

B **Job Summary:**

The department ensures that supports and services to TKC Citizens in the areas of health, family support, home care, and income support are maintained with the high level of responsiveness and effectiveness that the clients require and deserve. Complementing and enriching these services is the overall goal of general wellness and the integration of TKC cultural history, values, and programming.

Reporting to the Executive Director, the Wellness Manager is responsible for planning, organizing, implementing, directing, and reviewing programs, projects and initiatives related to TKC Citizens and cultural pursuits. The Wellness Manager collaborates with the Management Committee to implement the strategic development plan and other assigned activities to meet the wellness needs of TKC. The Wellness Manager must maintain a substance free lifestyle.

C. **Main Duties:**

- Provides technical expertise to all areas of departmental operations.
- Ensures that the key functions of Health Services are identified and considered in departmental operations, including community health care, family support, children and youth programming, and counselling services.
- Develops departmental plans and participates in strategic planning initiatives; responsible for ensuring program plans are implemented for the Wellness Department.
- Assists in preparation and updates of annual work-plans, training plans, & project management plans for the health department.
- Plans, organizes, implements, and reviews departmental budget in accordance with the "regulatory framework" provided by the finance department.
- Ensures, with the Finance Manager, appropriate budgetary forecasting, development, and control.
- Participates in funding and prepares proposals to meet the health needs of the TKC Citizens.
- Implements administrative systems in accordance with the "regulatory framework" provided by the administration department.
- Establish and meet quarterly or as required with TKC Health Advisory Committee for advice on Strategic plan and activities.

- Acts as a liaison with community agencies/government on health matters pertaining to Health Program Services areas.
- Ensures client advocacy and culturally sensitive services with other service providers.
- Responsible for ensuring the security of facility and records; including records management.
- Other duties as assigned.

The Wellness Manager also provides information to the Executive Director and Management Team on the need to plan, develop, implement, and review laws, policies, procedures, regulations, and standards. This will require analysing self-government powers in the context of legislative requirements and devolution of federal and territorial powers.

Finally, as a team member of the Management Team, the Wellness Manager shares responsibility for the efficient and effective operation of the Management Team, which governs the administration activities of TKC, and provides and treats all staff with consistency and fairness.

The key activities of the Management Team include preparing and reviewing budgets; preparing various required reports, preparing work-plans, policies, procedures for the TKC, and ensuring that all activities and efforts of the Management Team reflect the direction of the Strategic Plan.

Routine Tasks:

Daily

- Provide direction to department.
- Provide guidance and supervision to staff.
- Ensure orderly operations within the department.
- Management of department budget and work-plans.
- Attend to mail and messages; implement daily work-plan; do P.O.'s and fill out any other staff forms; attend meetings, prepare briefing notes, etc.
- Assist in development and implementation in workplace of traditional skills and duties (Traditional laws, listening skills, language, etc.)
- Addresses TKC Council on department reports and budgeting.

Weekly

- Meet with department staff.
- Attend meetings with Chief and Council as requested (ensure department materials are prepared, and assist / provide expertise where requested)
- Participate in Management Team meetings as a team member (Manager reports, preparation for agenda items, etc.)
- Attend briefings with Executive Director.
- Sign-off time sheets.
- Provide any required weekly financial submissions (i.e. A/P, PO's, etc.)

Monthly

- conduct Budgets/Financial Statement review.
- conduct Quarterly or Semi-Annual activity review (programs & projects)

- prepares monthly reports outlining activities, statistics on clients served budget variances, outline for the following month activities.
- conduct staff evaluations as required.
- assist where necessary in preparation for the Council, Management and/or General Assembly meetings.
- meet Health Advisory Committee for advice and direction of health activities in department.

Yearly

- Evaluate current programs and set priorities for the annual Strategic Plan.
- assist in Annual TKC Budget Development (budget estimates)
- assist in preparing annual department Work-plans.
- assist in preparing annual staff ITP's (individual training plans)
- assist in preparing Annual Department Training Plan
- assist in preparing Annual activity report (reporting on programs and projects, mandate, objectives, strategies and goals, budget, opportunities and threats, strengths and weaknesses, staff development, etc. with department staff)
- prepare for and attend any annual professional development activities (i.e. think tank, planning workshops, etc.)

Other Job Duties:

- Preparing proposals for funding (governments, foundations, NGO's, private sector, etc.) and implementing relevant programs and projects.

D. Impact / Accountability:

This position is accountable for the efficient and effective operation of the Wellness Department, within the parameters of TKC policy, departmental budgets, and work-plans.

The success of this position has a direct impact on the quality of delivery of health services and programs to the citizens of TKC and must be fair and consistent to all TKC citizens.

This will contribute to the over-all mission of TKC to *“provide, promote, protect and sustain a healthy and strong lifestyle for our Citizens and future generations consistent with the traditional values of the TKC as practised today, through governing our natural, human and financial resources effectively”*.

E. Decision Making:

Objectives for this position are developed in conjunction with the Executive Director, the Chief and the Deputy Chief, Management Committee, but are approved by Council and/or the General Council through the annual strategic planning and budgetary process.

The Manager is responsible for managing all aspects of the department within policy, and as provided for in the TKC Constitution and any TKC laws (i.e. any future legislation affecting health). Day-to-day direction is provided by the Executive Director. The Wellness

Manager is responsible for ensuring all departments understand and follow the laws, policies, regulations, procedures, etc. relating to health.

F. Key Personal Contacts and Nature of Contacts:

Who	Why
Elders	Liaisons to help create awareness of Wellness issues, affecting them.
TKC Public, G.A.	To report on wellness programs & services available.
Council & Chief/ Deputy Chief	To report on work-plan progress, budgets. Exchange Information.
Executive Director	To report to at weekly briefings, receive direction from and exchange information.
Management Team	To obtain and exchange information, provide advice on health program and service issue, preparing updates for negotiation & implementation.
Manager of Finance	To follow financial and administrative policy, procedures and systems, exchange information, budget preparations & financial reports
Executive Office	Information exchange to facilitate communication between the Executive Office , Administration, the immediate supervisor & the TKC Council.
Staff	To provide and exchange information. Represent on behalf of First Nation on various health issues.
Officials of other governments.	Liaison with to provide information and collaborate

G Positions to Supervise:

- Family Support Worker
- Health and Wellness Coordinator
- Home Care Worker
- Income and Social Support Worker
- Cultural Programs Coordinator* (As needed)
- Direct the supervision of Summer Students.

H Working Conditions:

This position is in a normal office and field environment. The incumbent may experience stress when dealing with people who may exhibit a considerable range of emotions on issues affecting their eligibility for wellness programs.

Critical situations requiring a lot of mental effort may be experienced when problem-solving difficult tasks and from dealing with people problems.

I Qualifications:

Education & Experience:

- Degree in Social Work, Health or Administration, and/or the equivalent in education and experience.
- Significant experience in reviewing, assessing, organizing, implementing, and directing health issues.
- Knowledge of UFA, Contribution Agreements, FTA's & SG Agreements, Land Claim Agreement.
- Knowledge of constitutional development, MOU's, LOU's, etc.
- Knowledge of social structure in TKC, families, and the social conditions and social dynamics prevailing in the community.
- Knowledge of First Nation Government systems, traditional healing knowledge.
- Knowledge of existing Wellness Programs.
- Knowledge of applicable acts, statutes, regulations, policies, and standards applying to health care, home care, children, maintenance, and support, etc.
- Knowledge of TKC history, language, culture, demographics, goals & aspirations.
- Experience in FN culture as it relates to the social environment in the Yukon.
- Ability to provide guidance and supervision to staff, resolve conflict situations, problem solve and work co-operatively and facilitate the development of a team environment.

Specific Skills:

a) Technical Skills:

- Research skills.
- Policy and procedure development skills; reading and interpreting acts, regulations, standards, etc.
- Proposal writing, report writing, letter writing skills.

b) Office Equipment Skills:

- Strong ability to operate computer (E-mail, word-processing, spreadsheet, database), telephone, fax, photocopier.

c) Management Skills:

- Strong management analysis skills, supervisory skills

- Administrative management skills (time management; planning/organizing/ implementing/controlling/reviewing; budget development/management, staff administration)
- Planning and development skills (work-planning, budget management, financial analysis, opportunity assessment, administrative systems for 'good government', strategic planning)
- Organizational development skills (articulating strategy, team management, corporate development, facilitation skills)
- Training skills

d) Interpersonal Skills:

- Excellent staff management skills
- Conflict resolution, negotiating and mediation skills.
- Ability to foster trust, acceptance and interest within staff, management, leadership and at the community level.
- Counselling skills
- Team player
- Motivational skills
- Speaking skills to discuss issues with governments, staff, FN citizens, community-at-large, traditional users.
- Facilitation/Presentation skills
- People skills

J Personal Suitability:

Incumbent should be a strong technical person, someone who strives to understand as much as possible about health issues affecting First Nations people in the Yukon. This position requires an individual who can understand how to work with people on a one-to-one basis, helping them understand their personal challenges in health matters. Within that task, the individual needs to be able to work with a variety of staff, managers, leadership, Elders, community members, other organizations in a manner that promotes teamwork, positive thinking, capacity development, community understanding and general growth. The individual must be a healthy person and practicing a healthy lifestyle and able to set aside personal opinions and family background, to manage in a professional manner.

K Conditions of Employment:

- Values and Ethics Code of Employees
- Security Clearance – Vulnerable Sector
- Medical Clearance
- Valid drivers license
- Current and Valid First Aid and CPR
- Other _____

L. Position Approval:

I approve this position description as being representative of the work I require to be performed and that the responsibility and authority levels identified have been delegated to this position.

Executive Director

Date

I have read the position description and understand that it is a general description of the duties assigned to the position occupied by me.

Incumbent

Date