



# Okanagan Nation Alliance

101 -3535 Old Okanagan Hwy, Westbank, BC V4T 3L7  
Phone (250) 707-0095 Fax (250)707-0166 [www.syilx.org](http://www.syilx.org)

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## EMPLOYMENT OPPORTUNITY

### **Nation Planner, Mental Wellbeing.**

The Okanagan Nation Alliance (ONA) is the tribal council for the Syilx Okanagan Nation. The ONA's mandate is to advance, assert, support and preserve Okanagan Nation Title and Rights. Further the ONA is charged with providing members with a forum to discuss and form positions of common concern.

The ONA is seeking to employ an enthusiastic individual to work as Nation Planner, Mental Wellbeing. Accountable to the Health Administrator, the Nation Planner, Mental Wellbeing will be responsible for implementing the mental wellbeing aspects of the Wellness Strategic plan and the day-to-day assigned operational functions including, human resources, administrative, financial, and project management using sound principles and practices ensuring the Syilx world view, to uphold the Wellness mandate.

### **Scope**

This position provides senior technical support in policy research, analysis, and evaluation and lays groundwork for strategy and new programs. This position will work with the Wellness team and work with other departments as well as Okanagan Nation communities, committees, external governments and First Nation and other partners.

### **Key Responsibilities**

#### ***Nation Planning***

1. Lead the development of the Mental Wellbeing Nation plan, including community engagement plan, research plan and business case.
2. Developing and overseeing research plan, including methods for analysis, recommendations and developing documents and reports, ensuring report back to community and participants.
3. Ensure and provide oversight to needs assessments, literature reviews and compile annotated bibliographies as required.
4. Remain current on relevant policy and legislation.
5. Develop, oversee and ensure implementation of community engagement plan.
6. Prepare presentations/documents to keep Nation members, community staff and leadership informed on progress.

#### ***Technical Support***

1. Lead committees and working groups for information gathering into Nation plans and recommendations.
2. Build relationships with community management staff (leads/managers) to support dialogues as they relate to projects, policy and planning.
3. Provide recommendations to uphold Nation jurisdiction.
4. Provide recommendations for governmental / partner policy changes and advocacy.
5. Lead the development of short and long-term nation-based plans and strategies ensuring the development and implementation of process.
6. Ensure effective communication and engagement with Wellness Committee's.

7. Provide technical documentation, including briefing notes, backgrounders, discussion papers, position papers, and presentations, drafting tribal council resolutions/band council resolutions.
8. Provide technical support to the syilx Governance Representative's.
9. Provide technical support to Wellness Committee and Leadership as required.

### ***Administrative Responsibilities***

1. Ensure implementation of and adherence to the Wellness Department Manual, and ONA policies and procedures.
2. Implement and supervise assigned budget, provide allocation recommendations, and provide reporting.
3. Provide input into funding proposals.
4. Ensure communications plans are completed and implemented annually.
5. Lead relevant projects, ensuring planning, implementation, monitoring and evaluation are completed.
6. Complete and assist staff with project management, i.e. resource development and events.
7. Ensure all monthly, quarterly and annual reports are completed in a timely manner as required.
8. Ensure the promotion of community awareness and understanding of ONA's mandate.
9. Other duties as discussed and agreed upon.

### **Supervisory Responsibilities**

10. Ensure appropriate delegation of workplans and tasks.
11. Provide input into job descriptions annually and ensure accuracy.
12. Participate in and contribute to hiring procedures, recruitment plan, and interview questions.
13. Ensure supervision and training of staff, ensuring they have the skills and knowledge to perform their roles effectively.
14. Provide performance management, monitor progress, conduct performance evaluation and provide feedback to employees.
15. Ensure workplans are implemented and completed as required.
16. Review and work to mitigate risks to ensure occupational health and safety.

### **Qualifications and Competencies**

The position will require the following qualifications, values and competencies.

#### **Qualifications**

Master's degree in social work, Public Administration, Health, Indigenous Studies or other relevant field and (3) three years related work experience with research and data analysis or an equivalent combination of education and experience.

Experience in Indigenous policy analysis and community engagement is preferred.

#### **Knowledge, Skills and Abilities**

1. Strong knowledge of wellness management and related challenges facing First Nations.
2. Proven knowledge and experience with policy research, analysis, planning and development.
3. Experience creating strategies and managing projects and/or project components.
4. Experience providing policy and planning advice and recommendations.
5. Experience working productively with internal and external stakeholders.
6. Strong knowledge of various government policies and legislation.
7. Superior critical thinking and the ability to generate ideas.
8. Ability to work closely with syilx Elders, knowledge keepers and community members to ensure inclusion of traditional and cultural knowledge.

9. Ability to create reports.
10. Demonstrated organizational, time management and presentation skills.
11. Ability to use Microsoft Office, project management and budgeting software tools.
12. Must have excellent interpersonal, communication and technical writing skills, including mediation and conflict resolution skills.
13. Demonstrated knowledge of the colonial legacy and impacts and effective methods for working with intergenerational trauma.
14. Experience in working with First Nation organizations.
15. Availability of a reliable vehicle and a valid BC Drivers' License.
16. Ability to work flexible work hours/willingness to work on evenings and weekend.
17. Current criminal record (vulnerable sector) check with the RCMP

**Term:** 40 hours per week.

**Remuneration:** \$31.51 to \$42.63 per hour.

Application Procedures: Interested candidates are invited to apply by forwarding resumes and covering letters to:

**Wellness HR**  
**Okanagan Nation Alliance**  
**#101 – 3535 Old Okanagan Hwy, Westbank, BC V4T 3L7**  
**Email: [WellnessHR@syilx.org](mailto:WellnessHR@syilx.org) Fax: (250) 707-0166**  
**COMPETITION OPEN UNTIL FILLED**