Okanagan Nation Alliance

#101 – 3535 Old Okanagan Hwy, Westbank BC, V4T 3L7
Phone (250) 707-0095 Fax (250)707-0166 www.syilx.org

EMPLOYMENT OPPORTUNITY

Wellness Programs Administrator

Are you interesting in working in a fast paced, developmental, dynamic work environment with an innovative, trauma informed, syilx – Okanagan approach.

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 the Syilx Okanagan Nation title and rights. Further, the ONA is charged with providing members with a forum to discuss and form positions on areas of common concern.

Job Purpose:
Accountable to the Wellness Manager, the Wellness Programs Administrator will be responsible for managing the Program and Service-related aspects of the Wellness Strategic plan and the oversight of departmental 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. Coordinate departmental activities and act as a bridge between Programs department and Wellness Manager as well as other Wellness Administrators.

Scope
This position will work with the Wellness Manager, Child & Family Administrator and Health Administrator (as part of the Wellness Leadership team); manage the Wellness Programs Teams; work with other departments as well as Okanagan Nation communities, committees, external governments and First Nation and other partners.

Key Responsibilities:
Managerial Responsibilities

1. Lead and participate in strategic planning, human resources, administrative, financial and operational management requirements.
2. Lead the implementation of negotiated, planned and ensure funded contractual obligations are fulfilled.
3. Co-Chair Wellness Committee and working groups, ensuring strategic direction is gathered and priorities are progressing.
4. Provide active support to the Wellness Governance Representative's to ensure governance aspects of strategic plan are implemented and Chiefs Executive Council is informed.
5. Ensure engagement of the Nation Committee's, ie. syilx Education, syilx IRS, etc to inform strategic plan.
6. Lead engagement of strategic relationships with governments and partner organizations.
7. Ensure technical documents required are completed to standard.
8. Provide strategic recommendations, information and advice, including recommending and drafting policies, strategies, standards and methodologies.
9. Ensure linkages between policy/technical-based work and program delivery, to inform strategic planning based on best practices.
10. Other duties as discussed and agreed upon.

Administrative Responsibilities

1. Provide assigned budget oversight, appropriate allocation, supervision, management and reporting.
2. Oversee, and develop funding proposals.
3. Oversee and ensure assigned program manuals are up to date and implemented.
4. Complete and assist staff with project management.
5. Contribute to and implement the Wellness Department Operations Plan.
6. Contribute to and implement the Wellness Department Manual and ONA policies and procedures.
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. Develop and update job descriptions annually and ensure accuracy.
12. Implement hiring procedures, including developing job postings, recruitment plan, and interview questions are developed.
13. Ensure supervision and ensure training of staff, ensuring they have the skills and knowledge to perform their roles effectively.
14. Oversee performance management, monitor progress, conduct performance evaluation and provide feedback to employees and ensure supervisors on team are following procedures.
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, Indigenous Studies, Public Administration, Health or other relevant field and (5) five years related work experience with strategic planning, human resources, administrative, financial, and project management experience or an equivalent combination of education and experience.

Experience managing First Nation wellness programs or projects is preferred.

Knowledge, Skills and Abilities

1. Demonstrated experience and knowledge of wellness management in First Nation communities.
2. Proven knowledge and abilities in strategic planning, human resources, administrative, financial, change, project and program management.
3. Strong knowledge of various government policies.
4. Ability to identify beneficial partnerships within the Nation, and with government, industry or agencies regarding wellness.
5. Demonstrated ability to provide leadership, professional mentorship and capacity development of Department staff.
6. Ability to work closely with syilx Elders, knowledge keepers and community members to ensure inclusion of traditional and cultural knowledge.
7. Ability to create reports.
8. Demonstrated organizational, time management and presentation skills.
9. Ability to use Microsoft Office, project management and budgeting software tools.
10. Must have excellent interpersonal, communication and technical writing skills, including mediation and conflict resolution skills.

11. Demonstrated knowledge of colonial trauma and impacts and effective methods for working with intergenerational trauma.
12. Experience in working with First Nation organizations.
13. Availability of a reliable vehicle and a valid BC Drivers' License.
14. Ability to work flexible work hours/willingness to work on evenings and weekend.
15. Current criminal record (vulnerable sector) check with the RCMP.

Competencies

1. Teamwork
2. Self-reflection / Self-Care
3. Reliability and Integrity
4. Flexibility and Adaptability
5. Communication
6. Organizing and Planning

Values – Respect, Honesty, Sharing, Trust and Unity

Hours: Full Time, 40 hours per week

Salary Range (Grade 13) $44.83-$60.65 per hour depending on skills, experience and education

Application Procedures: Please send a current resume and covering letter to:
WellnessHR@syilx.org

COMPETITION OPEN UNTIL FILLED.

Thank you for your interest, **No Phone Calls Please** only those short-listed will be contacted