

**Kwanlin Dun First Nation**

- A. **Position Title:** Director of Health and Wellness
- Department:** Health and Wellness
- Supervisor:** Executive Director
- Date:** Nov 2021
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B. **Job Summary:**

Reporting to the Executive Director, the position is responsible for the overall management and operation of the Health and Wellness Department at the Nats Ehki Ku Health Centre. Additionally, the position is delegated administrative responsibilities for KDFN government matters related to healing in the community and for the citizens by providing health and wellness services. As a leader within the organization, this position is committed to supporting positive culture, strong partnerships, and effective communication, supporting the mission, vision, core values and principles of the program within the Kwanlin Dun First Nation Government. The Director provides leadership and direction for all services, relationships, and capacity-building activities within Health.

The Director is responsible for developing and implementing an overall strategic direction, reflective of a commitment to low barrier access to care based in health promotion, crisis response support, intergenerational trauma, support recovery from mental health and addictions issues of the KDFN citizens and those who live not only within but also outside of the community of KDFN. This position must ensure all aspects of the programs are responsive to the needs of the communities and people served based on a holistic approach including land-based services, traditional medicines, wrap around care, traditional teachings and all other appropriate health strategies required for wellness. The Director of Health and Wellness promotes cultural safety; working to develop and lead relationship-building strategies that result in ongoing collaboration with organizations relevant to the services provided including regional, territorial and national organizations and groups. The incumbent will have the courage to ensure the Health Centre continues to be a leader and role model in health promotion and wellness.

C. **Main Duties:**

**Management:**

The Director plays a key role in establishing and fulfilling the Government's mandate. As well, the Director is responsible for achieving quality service delivery for the objectives and outputs of the Strategic Plan:

1. Planning, re-designing, modifying and otherwise improving health and wellness programs to facilitate individual and community healing and health promotion.
2. Promoting health and wellness initiatives for all age groups throughout the life span, based the priorities and needs of the community
3. Designing, developing and implementing integrated health and wellness services in conjunction with other departments' efforts to train, educate, employ and otherwise empower citizens and families to take charge of their lives.

4. Ensuring quality programming in all areas of health & wellness development including: infant, child, youth and adult community health, services, elder and disabled services, maternal and paternal support services, family violence prevention and substance misuse services, and outreach services to the most vulnerable.
5. Developing and maintaining excellent working relationships with other health and social service agencies
6. Evaluating health programs on a regular basis, as may be required by reporting to the funding agencies or by professional standards
7. Planning, organising, implementing and reviewing departmental budgets in accordance with the *Kwanlin Dun Financial Administrative Act* and policies.
8. Implementing administrative systems such as Human Resources policies and Occupational Health and Safety policies
9. Providing an internal audit function for all Health Programs to ensure the appropriate distribution of funds, resources, and to ensure that financial and other commitments are being met by program managers.
10. Facilitating the development of guidelines, procedures, standards of practice, policies, to ensure a regulatory framework with respect to health and wellness programming is developed and reflects the changing needs and demands of KDFN.
11. Participating in strategic planning and in other major initiatives relating to administrative governance.
12. Providing for staff development, by supervising a full complement of staff – activities include sitting on hiring committees, assisting in orientation and training needs assessment, ensuring training leave and operational requirements are met, conducting performance appraisals with employees, recommending salary adjustments and further training, mentorship programming, debriefing strategies;
13. The Director of Health plans, organizes, implements and reviews health programs for the First Nation. In doing so the Director will analyze self-government powers in the context of legislative requirements and devolution of federal and territorial government funding responsibilities.
14. Finally, as a team member of the Senior Management Team, the Director of Health shares responsibility for the efficient and effective operation of the Senior Management Team, which governs the administration activities of KDFN. The key activities of the Senior Management Team include: preparing and reviewing budgets; preparing yearly work-plans, policies, and procedures for the Kwanlin Dun First Nation and ensuring that all activities and efforts of the team reflect the direction of the Strategic Plan.

### **Operations**

1. The position provides direction to departments, guidance and supervision to staff and ensures orderly operations within the department.
2. Makes available crisis intervention when required
3. Ensures the development and implementation in the workplace of traditional skills and cultural practices
4. Prepares/arranges for proposals for funding (governments, foundations, NGO's, private sector, etc.) and implements relevant programs and completes reporting requirements as indicated

### **Other Responsibilities**

- Evaluate, propose and recommend expansion and growth plans for core programs ensuring that we stay ahead of industry, provincial and national trends and remains innovative and relevant to the community's needs.

- Provide leadership and direction to planning, organizing, implementing, maintaining and evaluating health and wellness programs and services, incorporating input from community and other health system professionals.
- Proactively build and nurture collaborative and respectful working relationships with Chief & Council and community members, regional health and wellness partners, and government agencies; utilizing these relationships as an avenue to assist the community to achieve its health and wellness goals and objectives.
- Communicate and coordinate intervention (directly or indirectly) in emergency, trauma and crisis situations.
- Ensure emergency management, preparedness planning and/or pandemic planning is in place and clearly communicate.
- Ensure programs and services are in compliance with legislation and organizational policy, processes and procedures.
- Ensure financial management of programs and services and proactively seek out diverse funding sources.
- Lead and provide day-to-day supervision of health staff and contractors. Foster a cooperative and collaborative working environment through team activities and personal leadership, including the management and resolution of conflicts.
- Prepare and monitor work plans, including reporting through regular (monthly/quarterly) and annual reports.
- Lead a healthy lifestyle grounded in cultural tradition, including achieving work/life balance and engaging in self-care, and promote this to community members and staff.
- Ability to maintain strict confidentiality, use tact and good judgement in dealing with sensitive and complex situations.
- Representation of and advocating for and helping others access the low barrier care they need to stay well
- Report monthly in writing and/or dashboard report on progress of programs
- Report weekly to Executive Director (as required)

#### **D. Education & Experience**

##### **Essential Qualifications**

- Degree in business management, nursing, social work or any of the health sciences supplemented by considerable experience in managing health programs and / or equivalent in education and experience
- Significant experience in reviewing, assessing, organising, implementing and directing health programs/packages for client groups
- Knowledge of First Nation Government systems, social issues affecting First Nations
- Knowledge of applicable acts, policies and standards applying to health
- Knowledge of KDFN history, culture, demographics, goals & aspirations
- Knowledge of family structures, stages of development within the context of traditions and culture
- Knowledge of social structure in KDFN and traditional requirements and methods used to maintain healthy individuals and families
- Knowledge of community resources available to KDFN
- Experience developing and implementing strategic plans or large initiatives in the area of diversity and inclusion;
- Experience analysing existing programs and services, and providing recommendations to improve inclusiveness and accessibility;

- Experience with budget management/development;
- Experience using data to inform decision-making; and
- Experience engaging with diverse groups on complex issues.

### **Desired Knowledge, Skills and Attributes**

- Demonstrated experience with best evidence-based and/ or traditional practices in indigenous engagement, agreement implementation and management.
- Demonstrated experience as a relationship builder and trusted liaison, by demonstrating integrity and being authentic, collaborative, inclusive, and a creative problem solver.
- Ability to connect and promote collaborative engagement with a variety of Indigenous communities, organizations, and interests in a culturally appropriate way.
- Strong interpersonal, communication, negotiation, and presentation skills, including an ability to demonstrate tact and diplomacy when managing issue-related conflicts and negotiations.
- Ability to develop focused and actionable agreements and engagement plans in a cross-cultural setting that are both in support of a growing/changing organization and to the satisfaction of all parties involved.
- Powerful interpersonal skills; experience in a relationship-based position that requires engaging with many stakeholders and requires effective communication skills to influence outcomes
- Effective leadership skills, with a strong focus on mentoring and motivation of staff
- Tolerance of and ability to handle a heavy workload and competing demands and high-risk situations
- Manage internal and external relationships, to have and demonstrate empathy and compassion, to be aware of emotional intelligence, conflict resolution, and the understanding of the feelings, ideas and beliefs of others.
- Ability to work autonomously as well as cooperatively within a team environment in a rural setting
- Excellent communication, organization and interpersonal skills
- Thinking Strategically-using a comprehensive, long-term view, critically assessing options and implications, while linking decisions to strategic goals.
- Developing People- Fosters the learning and development of others through supportive relationships. Transfers expertise and builds the long-term leadership capability of others by teaching, coaching and/or mentoring them.
- Promoting Common Values and Ethics- Promotes the establishment, development and application of positive organizational values, ethics and standards of conduct.
- Diplomacy- Approaches work in a tactful way and uses appropriate discretion in every situation and builds understanding with clients, employees, and colleagues.
- Resiliency- An individual's persistent development and action of meeting one's goals while overcoming adversity.
- Supports a culturally connected environment by creating spaces and strengthening relationships in response to the needs of the community
- High level of initiative and self-motivation
- Ability to coordinate multiple projects simultaneously
- Critical thinking and creative problem-solving skills
- Positive attitude and commitment to continual process improvement

- Significant, recent and relevant experience working in a health setting; including the development, implementation, delivery, monitoring and evaluation of health and social services programs.
- Experience in the development of culturally relevant and safe programs and services, including monitoring and evaluation, ideally with a health and wellness services focus.
- Demonstrated experience in people management including describing work, recruitment, learning, development and career planning, coaching, mentoring, and performance management.
- Experience in collaborative planning at a community level, ideally with a health and social services focus, and including monitoring and evaluation.
- Experience in the collaborative and integrated development, implementation, monitoring and reporting on community health and wellness plans.
- Experience in addictions and or counseling within First Nation’s communities

**E. Key Personal Contacts and Nature of Contacts:**

Executive Director	Report to the executive director as required
Mgt. Team	To provide guidance and supervision to staff; provide advice and direction; council & act as mentor
Executive Assistant	Exchange information, facilitate communication between Executive Office and administration
Directors of Fin. & Administration	Negotiate and/or lobby on behalf of First Nation on various issues. Mgt. team activities, to provide and exchange information, follow administrative and financial procedures and systems
Elders	Traditional cultural rules apply
KDFN Public	Help create awareness of health and social development programs and opportunities for healing To obtain and exchange information, provide advice on health
General Assembly	To report to on work-plan progress
Chief & Council	To report on health programs, projects and other initiatives at the community level  To report to at regular briefings, exchange information
Officials of Govt. (Health and Social Service agencies)	To provide and exchange information. Negotiate on behalf of First Nation on various issues.
F.N. organisations	Information exchange

**F. Direction/Decision Making:**

Objectives for this position are developed in conjunction with the Management Team and Chief & Council, and are approved through the General Assembly through the strategic planning process. The Director is responsible for managing all aspects of the department within guidelines. The decisions and directions provided by this position have a significant impact on the Kwanlin Dün First Nation community and organization. The incumbent is expected to work with considerable independence in ensuring that department programs and services are fairly and consistently applied. The Director must be prepared to deal with a variety of issues, including policy direction and specifics of individual situations. The Director is expected to adhere to established policies and procedures while using independent judgement in resolving issues not easily resolved through the application of those policies.

**G. Impact and Accountability:**

This position is accountable for the efficient and effective operation of the Health and Wellness Department, within the parameters of KDFN policy, departmental budgets and work-plans. The success of this position has a direct impact on healing at the community and individual level. The impact of this position on the organization as a whole, and on KDFN Citizens' futures is significant. The incumbent is held accountable for the quality of staffing, programming, service delivery, consultation, communication, policies, processes and recommendations developed. Failure to act on opportunities and apply resources fairly and consistently can have a negative impact on the reputation of the KDFN Government and future growth and development of the Nation.

**H. Positions Supervised:**

Directly:

- Manager of Spiritual and Mental Wellness Services
- Manager Home and Community Health Services
- Manager of Health Promotion
- Manager of Outreach Services
- Manager of Operations (new position not filled)
- Executive Assistant

Indirectly:

Community Wellness Clinical Counselors (2); Cultural Support Workers (2); Elder in Residence; Land Based Camp Coordinator (2); Land Based Camp Staff (2-10); Home and Community Care Nurse; Elder support worker; Elders Day program coordinator; Elder Home Support worker; Licensed Practical Nurse (2); Driver; Cook; Community Health Nurses (2); Outreach Nurses (2); AOC staff; Healthy Babies Healthy Generations Nurses (2); Maternal child family support worker (2); Mental Health Outreach Support Workers (1); Medical Office Assistant; Physicians (2); NIHB Navigator; Custodial services

**I. Working Conditions:**

This position is located in a community health centre. This requires maintaining public standards for service delivery, safety and creating a welcoming, user-friendly environment.

Physical effort:

- sitting, walking, driving, standing,

Physical Hazards present:

- unpredictable behavior of clients

**Spiritual Stress:**

- Providing various types of spiritual based services to a community with a variety of spiritual beliefs.

**Emotional and Mental Stress:**

- As the Director of Health and Wellness, the position requires dealing with stressful situations arising out of crisis intervention based on intergenerational trauma, ensuring maintenance of professional standards in difficult situations, and ensuring safety of staff and those within the health centre.

**J. Conditions of Employment:**

The position requires that an employee of Kwanlin Dun First Nation be aware that under the provisions of the Canada Labor Code, employees would be in a direct conflict of interest if they took part in any public action against their employer (Chief & council, KDFN Administrator, KDFN projects). Mandatory confidentiality is a condition of employment for staff of the Health Center program. Failure to comply will result in dismissal. Employees are expected to follow the guidelines in a harmonious and cooperative manner, creating a team approach in their duties for KDFN's future success.

- Oath of confidentiality
- Conflict of interest
- CPR, First Aid certificates are mandatory or willingness to acquire at the first available opportunity within six months of date of hire.
- Criminal Record Check with vulnerable sector
- Valid Drivers License
- Immunization Record - Proof of being Fully immunized for Covid
- TB Test
- Ability to demonstrate and maintain a healthy, self-sufficient lifestyle.
- Work schedule may include days/evenings/weekends and statutory holidays.

**K. Position Approval:**

**This job description is under review, pending change to reflect the current duties.**

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. It has been designed to indicate the general nature and level of work to be performed by the employee. It is not designed to contain or be interpreted as a comprehensive inventory of all duties and responsibilities assigned to this job.

<p><b>Supervisor:</b> I have reviewed (with the incumbent, where applicable) the duties and responsibilities assigned to this position.</p>	<p><b>Incumbent</b> (where applicable): I have read the foregoing position description and understand that it is a general description of the duties assigned to the position occupied by me.</p>
<p>Signature: _____</p>	<p>Signature: _____</p>

Date	Date
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<p><b>Manager, Human Resources:</b> (Comments)</p>	<p><b>Executive Director:</b> I approve this position description as being representative of the work required to be performed and that the responsibility levels identified have been delegated to this position.</p>
<p>Signature:</p>	<p>Signature:</p>
<p>Date</p>	<p>Date</p>

DRAFT - UNDER REVIEW