JOB DESCRIPTION

Position: Manager Mental Wellness
Department: Health and Social
Supervisor: Director Health and Social
Type: Permanent, Full-time (35 hrs/week)
Wage: $35-$45 per hour

Job Summary

Reporting to the Director Health and Social, the Manager Mental Wellness is responsible for the development and delivery of mental wellness services for Liard First Nation members. The incumbent will be responsible for researching, identifying, developing, recommending, and deploying mental wellness programs; liaising with other individuals, organizations and governments to build effective partnerships and obtain resources for mental wellness programming; one-on-one casework; and providing leadership and supervision for mental health and youth support workers.

Main Duties

- Researching planning, organizing, implementing and maintaining mental wellness programs and services for Liard First Nation Administration, incorporating input from the community and other health professionals.
- Proactively building and nurturing collaborative and respectful relationships with First Nations in Yukon and Northern BC, mental wellness partners, and territorial and federal government agencies.
- Participating with the Health and Social Director on committees, boards, forums, commissions, meetings and working groups on the national, territorial, and community levels as well as with other First Nations in developing goals, plans, and procedures.
- Undertaking project management responsibilities including researching, leading and facilitating meetings and discussions, preparing and delivering briefings and decision documents, and developing project plans and timelines for wellness programming.
- Coordinating the development and delivery of health programs and services.
- Ensuring programs and services follow legislation and organizational policy, processes, and procedures.
- Acting as a role model in the community by leading a healthy lifestyle grounded in cultural tradition, work-life balance and self-care, promoting this to community members and staff.
- Lead and provide day-to-day supervision of staff, including review and approval of leave requests and timesheets.
- Providing guidance to support workers for complex cases
- Fostering a cooperative and collaborative working environment, through team activities; personal leadership; facilitating the management and resolution of conflicts; and by assuming the responsibilities of the Director Health and Social in their absence.
- Other duties as required by the Director Health and Social

Education and Experience:

- A post-secondary degree in health, social work, counselling, or relevant field and/or equivalency obtained through coursework and/or experience is required.
- Experience working in a Mental Wellness setting, facilitating or facilitating the provision of wellness programing to clients (e.g. addictions, aftercare, trauma support, etc.)
- Experience providing support services within a First Nation Community.
- Supervisory experience.
- Demonstrated excellent interpersonal, relationship-building skills
- Satisfactory Criminal Records Check
- Knowledge, respect and understanding of LFN culture, traditions and language are considered an asset.

Knowledge & Skills

- Strong verbal and written communications skills.
- Ability to work pleasantly and effectively with a wide range of people of different ages and cultures, in potentially volatile and emotionally charged situations.
- Knowledge of Liard First Nation history, culture, traditional territory, and demographics.
- Tact, intuition and diplomacy, strong work ethics and good judgment and ability to work well in a team environment.
- Ability to work effectively with First Nations, Provincial/Territorial and Federal governments to effectively support and advance First Nation interests.
- Strong computer skills with MS Office (Word/Excel/PowerPoint) and internet.

Decision Making

This position is responsible to the Health and Social Director and to Liard First Nation Members. The incumbent works independently and takes initiative within established policies, procedures, objectives, and priorities, and for assigning work to unit staff. Decision-making is required for the day-to-day operations, for developing procedures where none exist, and setting work priorities.

Impact/Accountability

This position is accountable for compliance with legislation, establishing and meeting project work plans, ensuring expenditures adhere to the terms and conditions of funding agreements. Effective access to and administration of health programs contributes to the health and well-being of Liard First Nation members.

Working Conditions

This position will be required to travel within and outside of the Yukon.
Some overtime and weekend work will be required.
The position often works with clients experiencing trauma and/or emotional stress.
Criminal Records Check

Approved by:

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Director Health & Social Executive Director

I understand the above as representative of the duties I will perform in this position.

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Employee