

**CHAMPAGNE and AISHIHIK FIRST NATIONS**

**Identification:** Manager, Healthy Living  
**Department:** Community Wellness  
**Supervisor:** Director of Community Wellness  
**Date:** June 11, 2020  
**Wage Level:** 9  
**Status:** Regular Full-Time

---

A. **Job Summary:**

Reporting to the Director of Community Wellness, and working with departmental program Directors/Managers, this position is responsible for developing, overseeing, and managing healthy living initiatives which will contribute to the health and well-being of the Champagne and Aishihik First Nations (CAFN) Citizens. The manager is responsible for ensuring the efficient and effective delivery of these initiatives and strives to incorporate both traditional and non-traditional health practice, to best address the needs of the CAFN Citizens.

B. **Main Duties:**

1. Directs program and service activities by:
  - Developing, managing, and promoting health improvement programs.
  - Participating in department and strategic planning initiatives and ensuring program plans and work plans are current and implemented.
  - Ensuring adherence in delivery of programs for all current CAFN policies and procedures.
  - Contributing to the preparation of health program policies and procedures and defining policy problems or challenges for assessing needs.
  - Participating in program evaluation and suggesting methods for evaluating the impact of policy implementation.
  - Researching funding opportunities and preparing proposals for funding and implementing and reporting on relevant programs and projects, as may be directed by the Director.
  - Preparing, implementing, reviewing, and revising budgets for the Healthy Living programs.
  - Completing monthly, quarterly, year-end program and financial reports.
  - Planning and ensuring staff development through training and evaluation.
  - Acting as a liaison with community agencies/government on such matters that pertain to healthy living.

- Ensuring the integration of the health programs within the Community Wellness Department and other CAFN Departments and agencies.
  - Providing guidance to staff and assisting with client support where needed.
  - Ensuring client advocacy and culturally sensitive services with other service providers.
  - Ensuring security of all client and employee records, and client files are kept confidential.
2. Facilitates community mobilization and build community capacity around shared health priorities that includes:
- Engaging in partnership and collaboration that includes establishing and maintaining linkages with community leaders and other key professionals and stakeholders (e.g., schools, health clinics, etc.)
  - Identifying and strengthening local community capacities to take action on healthy living issues.
  - Advocating for and with individuals and communities that will improve their health and well-being.
3. Performs other duties, such as:
- Preparing proposals for funding (governments, foundations, private sector funding etc.) and implementing and reporting on relevant programs and projects.
  - Keeping up to date with current health promotion trends.
  - Acting as the Community Wellness Director, if required, when the Director is absent.
  - Filling in for other departmental managers on a temporary basis, as required.

C. **Job Knowledge and Skills:**

**Education and Experience:**

Diploma in a Health Promotion, Mental/Health/Social Work, or a related field, with considerable experience in managing, supervising, and directing community health and/or health promotion and prevention programs, preferably in a First Nation community. Experience managing human and financial resources is required. Research and report writing skills are essential. Experience in using database and information management systems such as AIS would be an asset. Those with 2-3 years of relevant training and/or experience may be equally considered.

**Job Knowledge:**

- Knowledge of healthy living theories, planning, implementation, and range of interventions available
- Knowledge and understanding of trauma and trauma informed practice, domestic and family violence, residential school and intergenerational effects, abuse, sexual abuse and addictions
- Knowledge of the social structure of Champagne and Aishihik First Nations (CAFN), families and the social condition and social dynamics prevailing in the community
- Knowledge of CAFN history, culture, demographics, goals & aspirations
- Knowledge of the Umbrella Final Agreement (UFA), Self-Government Agreements (SGA) and First Nations Final Agreements (FNFA)

- Knowledge of CAFN human resources and financial management policies and procedures
- Knowledge of First Nation, Territorial & Federal Government systems and agencies including: funding provisions and regulatory requirements
- Knowledge of financial management or business administration practices including monitoring several program budgets, and developing annual work plans based on fixed budgets

**Management Skills:**

- Ability to organize, coordinate, and schedule tasks to meet critical deadlines.
- Ability to make decisions and solve problems.
- Ability to lead, develop, motivate, mentor, supervise and evaluate teams and individuals.
- Ability to create work plans and develop budgets.
- Ability to develop, assess and evaluate programs, policies, and procedures to meet departmental goals and objectives.

**Specific Skills:**

- Ability to use Microsoft Office applications (Word, Outlook, Excel, and Internet).
- Ability to use AIS (Aboriginal Information System) would be an asset.
- Ability to implement and provide community-based healthy living services to a broad range of clients.
- Strong oral and written communication skills, including proposal and report writing.
- Strong project management skills.
- Ability to receive feedback and guidance from Elders and other community members.

**Interpersonal Skills:**

- Negotiation, conflict resolution, and mediation skills when building community partnerships.
- Ability to work in a team environment.
- Ability to establish, sustain, and foster a network of professional contacts from diverse backgrounds.
- Ability to maintain an open-minded approach in dealing with staff and clients.
- Ability to enforce policy with tact and diplomacy.

D. **Decision Making:**

Goals, objectives, and long-term priorities for this position are established by the Director of Community Wellness. The incumbent is expected to work independently in determining how those goals, objectives, and priorities will be met and in developing and maintaining contacts with appropriate organizations and individuals. The incumbent is responsible for managing all day-to-day aspects of the Healthy Living Programs.

The incumbent is expected to work independently to ensure that the objectives of their programs are achieved. They are often required to be creative and innovative when solving problems, and to find ways to incorporate traditional concepts and/or philosophies into the problem-solving approach and resolution.

Healthy Living initiatives should support a holistic approach that recognizes and includes the physical, mental, social, cultural, and spiritual aspects in design and delivery of programs and services.

The nature of problems to be solved by the incumbent range from straight forward to complex issues with no precedence for guidance.

E. **Impact/Accountability:**

This position is accountable for the efficient and effective management of the Healthy Living Programs within the parameters of the CAFN policy, department budgets, and work plans. The success of this position has a direct impact on the delivery of Health programs and services, staff morale, workflow, information sharing and other department administrative systems, and on the overall goal of promoting the health and well-being of the Citizens, therefore the impact is very high.

Appropriate staff supervision impacts on timely outputs, effectiveness, and the efficient and effective delivery of healthy living programs & services that reflect both traditional health and cultural practices.

F. **Positions Supervised:**

Direct supervision of the following:

- Health Promotions Coordinator
- Takhini Activity Worker
- Community Care Coordinator
- Activity Coordinator
- Child & Family Support Workers

Indirect supervision of Community Care Workers and the Elders Program Coordinator who report to the Community Care Coordinator who reports to the Health Manager.

G. **Working Conditions:**

This position works in a normal office environment and requires maintaining public standards for service delivery, safety and creating a welcoming, friendly environment. There is some overtime required during critical periods. Working evenings and weekends may be required to meet critical deadlines. The incumbent is required to deal with stressful situations arising out of crisis intervention, and to ensure professional and safety standards are adhered to in difficult situations. There is occasion to deal with angry and emotional clientele. Conflict resolution skills are imperative. The incumbent will consult with individuals with considerably different values and lifestyles.

The incumbent is expected to travel to CAFN communities as required. Trips to Whitehorse may occur on a weekly basis.

H. **Conditions of Employment:**

- Valid Yukon Class 5 Driver's License upon hire, and own vehicle would be preferable
  - Clear Criminal Record Check with Vulnerable Sector Check
  - Willing and able to travel to other CAFN communities
  - Willingness to work evenings and/or weekends, as required
  - Extended workdays may be required to accomplish tasks and meet workload demands during peak periods, as directed
  - Mandatory confidentiality is a condition of employment for all CAFN personnel
  - All Champagne and Aishihik First Nations employees are expected to conduct their duties in a harmonious and cooperative manner intended to enhance the First Nations efforts to build a strong and prosperous Government.
- 

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. This job description 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.

\_\_\_\_\_  
Director of Human Resources

\_\_\_\_\_  
Date

\_\_\_\_\_  
Director of Community Wellness

\_\_\_\_\_  
Date

\_\_\_\_\_  
Senior Director, Citizen Services

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date