



# 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

### Wellness Projects Coordinator

The Okanagan Nation Alliance (ONA) is the Tribal Council for the eight member communities of the Okanagan Nation which includes Osoyoos Indian Band, Upper Nicola Band, Upper and Lower Similkameen Indian Bands, Penticton Indian Band, Westbank First Nation, Okanagan Indian Band and the Confederated Tribes of the Colville Reservation.

The ONA is seeking to employ a Wellness Projects Coordinator to form part of the Wellness department team.

#### **Job Purpose**

The Wellness Projects Coordinator will be responsible for the implementation of assigned projects and to support team members in the provision of Wellness programs and services during periods of absence and/or unusually high caseloads. This position demands successful networking and relationship building within all the Okanagan Nation communities and a wide range of community partners.

#### **Scope of the Position**

Under the direction of the Wellness Programs Administrator, this Coordinator will function as part of the Wellness Team, to develop and implement special projects that have been identified as priorities, ensuring the deliverables are met. Further, the Coordinator will provide direct service delivery and/or other supports within any Wellness program as assigned.

#### **Key Responsibilities:**

##### ***Project Coordination***

1. Coordinate specified projects including developing and implementing project management tools, such as project charters, communication plans, work plans and budgets.
2. Undertake research and analysis for the purpose of developing project/funding proposals; write reports, briefing notes and other documentation for the Wellness Programs Administrator.
3. Develop and maintain project resources and communication materials.
4. Contribute to effective management, administration and evaluation of projects and programs.
5. Liaise with a wide range of stakeholders including community staff and members, funders and community partners.

##### ***Service Delivery***

As assigned by the Wellness Programs Administrator, this position will provide service delivery and/or indirect support to any member of the Wellness Team during periods of absence and/or

when workloads are such that extra support is needed in order to serve community. This will incorporate the responsibilities of program staff, including, but not limited to the following:

1. Working under the direction of the appropriate program lead, provide direct service delivery within any one of the ONA communities, ensuring compliance with community protocols and program manuals/policies/processes (including maintaining appropriate data collection and file management).
2. Ensure that all program tasks are completed as per the work plan; ensure effective transition with team members before and after assuming the service delivery role.
3. Promote community awareness and understanding of ONA's mandate and service delivery.

***Administrative:***

1. Review, implement and revise project work plans annually or as required.
2. Prepare monthly, quarterly and AGA reports specifically in relation to assigned projects, and assist Wellness team in their reporting as required. With the Wellness Programs Administrator, review assigned budget and ensure budget control is maintained.
3. Ensure that the Wellness Department Program Manual is followed in assigned projects and service delivery and that data is collected and analyzed as necessary.
4. Provide supervision, coordination and oversight of work plans for assigned summer students and interns.
5. Participate in ONA and Wellness department staff meetings as required.
6. Participate and engage in ONA events as required.
7. Other duties as appropriate for this position.

**Qualifications Knowledge, Skills and Abilities**

The position will require the following Qualifications Knowledge, Skills and Abilities:

**Qualifications and Experience**

1. Must have a Bachelor's Degree in Human Service Program, such as Social Work; Child and Youth Care; Indigenous Studies; Health related studies;
2. Three years previous experience working with Indigenous organizations in a related service-delivery field;
3. Project coordination, facilitation and community engagement experience is preferred.

**Knowledge, Skills and Abilities**

1. Demonstrated knowledge of Indigenous social work models and processes.
2. Demonstrated File Management and documentation skills.
3. Demonstrated written and oral communication skills, together with organizational, facilitation and presentation skills.
4. Must be a team player and be able to work in an integrated manner.
5. Ability to be flexible and work under stressful conditions.
6. Must have flexibility to adapt and the ability to manage time/prioritize workload in order to efficiently deal with the workload expected of the position.
7. Be in compliance with appropriate professional standards and ethics.
8. Indigenous ancestry is preferred
9. Experience in working with First Nation Band or other First Nation organization issues and concerns.

10. A reliable vehicle and a valid BC Driver's License.
11. Flexible work hours/willingness to work on evenings and weekend.
12. Current criminal record (vulnerable sector) check with the RCMP.

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

**For more information about this posting, please contact the Wellness Programs  
Administrator at 250-681-0131 or wp.administrator@syilx.org**