



# Okanagan Nation Alliance

101 -3535 Old Okanagan Hwy, Westbank, BC V4T 3L7  
Phone (250) 707-0095 Fax (250)707-0166 [www.sylx.org](http://www.sylx.org)

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## EMPLOYMENT OPPORTUNITY

### Mental Wellbeing Nation Planner

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 Mental Wellbeing Nation Planner to form part of the Wellness department team.

#### **Job Purpose**

The Mental Wellbeing Nation Planner will be responsible for the development, monitoring progress of plan; liaising and reporting at senior levels regarding the Sylx Wellbeing Model as approved and mandated through the CEC and Wellness Committee. This includes research and development of service delivery models and standards of practice at the Nation level and ensuring integration, coordination and alignment with Nation Shared Services.

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

Building on the groundwork laid out by our cultural values as well as guidance provided by both the community and best practices in Indigenous family wellness. The Sylx Wellbeing Model development requires a uniquely Sylx approach to service delivery that addresses complex root causes of trauma and reinforces our community's ability to create healthy environments where citizens are safe and thrive. The Sylx culture, the Nsyilxcən language, and the Enowkin'wixw process are the foundation upon which this Plan rests. Families are at the centre and cultural practices are embedded within the service delivery approach. Culturally based support and prevention, and specialized services are prioritized in the development of the Sylx Wellbeing Model. The Nation Planner will work with the Wellness Manager, Wellness Policy Analyst, and Mental Wellbeing Community Planners to ensure the Nation plan is responsive and reflective of community and Nation needs. The Nation Planner will also work with various government and organizational bodies on Nation service planning for effective, appropriate services for our citizens.

#### **Key Responsibilities**

##### **Research and Planning**

- Be accountable for the Sylx Wellbeing Model Plan development and implementation, including research and development of effective models of service delivery and standards of practice.

- Ensure effective community engagement with all ONA communities, working in collaboration with the ONA Mental Wellbeing Community Planners to best meet the needs of each community.
- Ensure the incorporation of Indigenous knowledge, beliefs, values, and best practices into the Syilx Wellbeing Model.
- Collaborate with the Wellness Manager, Wellness Programs Administrator and Policy Analyst in relation to policy and the development of appropriate Letters of Understanding (LOU) with Ministry of Mental Health and Addictions and other key partners.
- Within the mandate of the CEC and Wellness Committee, support the Mental Health Lead on the overall vision, strategic and operational work of the Mental Health programs.
- Work with the ONA Communications Lead on the development and implementation of an appropriate communication plan for the Nation's Syilx Wellbeing Model.
- Coordinate and facilitate meetings and collaborate with key stakeholders, agency leadership and practitioners to consider and design new approaches to the Syilx Wellbeing Model.
- Promote community awareness and understanding of ONA's Syilx Wellbeing Model and mandate within community and with partners.
- Remain current on trends and research in order to deliver expert advice.
- Actively liaise with and provide support to Wellness Manager (and Wellness Committee as required) and Wellness Policy Analyst in relation to Mental Health services.

### **Administrative**

- Actively participate in the Wellness staff meetings.
- Implement and ensure assigned budget is expensed as allocated to meet contract deliverables, including non-pay items and coordinating vendors/contractors.
- Knowledge of MS Excel (specifically advances formulas, pivot tables and charts)
- Familiarity with forecasting methods and data analysis
- Ability to forecast and prepare annual and monthly budget projections
- Review budget requests for approval, track expenses and compare actual to forecasted figures
- Support, as required, the development of funding proposals and grant applications.
- Promote community awareness and understanding of ONA's mental wellness mandate.
- Ensure all monthly, quarterly and annual reports are completed in a timely manner.
- Actively participate in assigned ONA events.
- Other duties as appropriate and required for this position.

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### **Qualifications Knowledge, Skills and Abilities**

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

### **Qualifications and Experience**

#### **Qualifications**

1. Bachelor's degree in one of the following or related areas, social work, indigenous studies, community development, health. Master's Degree preferred.

2. Must have a minimum of 5 years work experience in Planning with multiple communities or sectors.
3. Minimum 2 years supervisory or management experience.
4. Combination of education and experience will be considered.

### **Knowledge, Skills and Abilities**

1. Demonstrated experience and knowledge working with Indigenous Mental Health and Wellness services.
2. Familiar with Okanagan Nation culture and traditions.
3. Knowledge of First Nations and Aboriginal culture, traditions and socio-economic issues affecting off and On-Reserve Aboriginal families.
4. Prefer knowledge of Aboriginal communities, organizations, and service providers within the Okanagan Nation Territory.
5. Must be knowledgeable of the Federal and Provincial Government legislation and their programs and plans pertaining to Mental Health and Addictions Services.
6. Demonstrated experience in research and planning.
7. Demonstrated experience in effective community engagement processes and planning.
8. Be in compliance with appropriate professional standards and ethics.
9. Excellent computer (Microsoft Office) and organizational skills.
10. Must have excellent written and verbal communication skills and presentation skills as a component of relationship-building and conveying information accurately.
11. Proven coordination, facilitation and conflict resolution skills.
12. Project coordination skills are required including clear level of planning control, governance and reporting.
13. Must have the ability to manage time and prioritize workload in order to efficiently deal with the workload expected of the position and working in team environment.
14. Indigenous Ancestry preferred.
15. Current criminal record (vulnerable sector) check with the RCMP;
16. A reliable vehicle and a valid BC Driver's License; driver's abstract required
17. Flexible work hours/willingness to work on evenings and weekend.

### **Wellness HR**

#### **Okanagan Nation Alliance**

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**Email: [WellnessHR@syilx.org](mailto:WellnessHR@syilx.org) Fax: (250) 707-0166**

**COMPETITION OPEN UNTIL FILLED**