



Okanagan Nation Alliance

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

EMPLOYMENT OPPORTUNITY

Mental Wellbeing Program Developer

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 Program Developer 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 and 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 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 development of the Sylx Wellbeing Model.

Key Responsibilities

Program Development

- Undertakes service needs identification, assessment, and analysis.
- Undertakes research, analysis and development related to mental health administration, delivery, services, and models.
- Develops project, program, and initiative documentation; work plans and budgets utilizing standardized tools and templates as required.
- Designs, develops, or utilizes standardized processes, tools, and templates; undertake the tracking, review, and synthesis of reporting, including regarding planning targets and/or budget allocations.

- Identifies, tracks and supports the management of risks related to projects, programs and initiatives.
- Organizes and drafts content for funding arrangements associated with approved projects.
- Utilizes established procedures and processes and contribute to the development of new procedures and processes where necessary.
- Prepares briefings, reports, and presentations as required.
- Attends and summarizes meetings, proposes and provides follow-up, including briefing others as required.
- Provides verbal or written status reports as required.
- Coordinates activities and information with representatives of the FNHA, communities, and partners.

External Relations

- Supports regional and community planning and engagement activities and processes with First Nations, regional health authority, and other health system partners, both in one-on-one and group contexts.
- Prepares or oversees preparation of presentations, including the delivery of presentations to diverse audiences.
- Leads or participates on committees and working groups.
- Builds and maintains effective working relationships within the FNHA and with the FNHC, FNHDA, First Nations, tripartite partners, and others.
- Supports the Executive Director and Wellness Manager with planning and participation in discussions and meetings with external parties relating to the regional envelope.

Management Support

- Operates as a member of a Project Developer Community of Practice.
- Supports the implementation of quality standards and appropriate processes in the work of the team.
- Develops and oversees work plans, project plans, and budgets as required.
- Undertakes meeting coordination and facilitation.
- Co-leads the development and implementation of Joint Project Board and management of the regional envelope.
- Performs other related duties as assigned.

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 of 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.

Qualifications Knowledge, Skills and Abilities

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

Qualifications

1. Master's degree in one of the following or related areas health policy, public policy, health systems management, political or social science, finance.
2. Must have a minimum of 5-7 years' work experience in policy, project, or program development, including financial and resource management.
3. 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

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Email: WellnessHR@syilx.org Fax: (250) 707-0166
COMPETITION OPEN UNTIL FILLED