



Okanagan Nation Alliance

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

EMPLOYMENT OPPORTUNITY

Wellness Programs Administrator (Maternity Leave Backfill – 18 months)

The Okanagan Nation Alliance (ONA) is the Tribal Council for the Syilx Okanagan Nation. The ONA's mandate is to advance, assert, support and preserve the Syilx Okanagan Nation title and rights. Further, the ONA is charged with providing members with a forum to discuss and form positions on areas of common concern.

Key Duties and Responsibilities:

The ONA is seeking to employ an enthusiastic individual to work as Wellness Programs Administrator – Maternity leave backfill, within the Wellness Department. The position reports to the Wellness Manager and will oversee the ongoing growth, development and management of all Wellness programs and initiatives in three clusters comprising Child and Family, Mental Health and Health Services. The position is responsible for the timely delivery of specialist programs identified as priorities by communities, mandated by the Chiefs Executive Council with input by the ONA Wellness Committee.

Other key responsibilities attached to this position are planning and program development, contract management, technical program support, budget management, completion of reports and supervision of staff.

Qualifications and Experience:

- A minimum of Bachelors degree in Social Work or a related field. A Masters degree is preferred.
- Must have five years of experience working in First Nations social and community development and/or health/wellness, at a senior level that required managing or implementing community programs or services.

Other requirements:

- Energetic and self motivated with demonstrated written, oral and presentations skills.
- Working knowledge of computer software including MS office (Word, Excel, Access and PowerPoint).
- A reliable vehicle and a valid class 5 driver's license.
- Vulnerable Sector Criminal records check required.
- Willingness and ability to work flexible hours, which will include evenings and weekends.
- Aboriginal ancestry preferred.

Hours: Full Time, 37.5 hours per week

Application Procedures: Please send a current resume and covering letter to:

Human Resources
Okanagan Nation Alliance
#101 – 3535 Old Okanagan Hwy,
Westbank BC, V4T 3L7

Email: WellnessHR@syilx.org Fax: (250)

707-0166

COMPETITION OPEN UNTIL FILLED.

Thank you for your interest, **No Phone Calls Please** only those short-listed will
be contacted