



Okanagan Nation Alliance

101 -3535 Old Okanagan Hwy, Westbank, BC V4T 3L7

Phone (250) 707-0095 Fax (250)707-0166

www.svilx.org

EMPLOYMENT OPPORTUNITY

Okanagan Nation Response Team Coordinator 3 - Permanent, Full-Time

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.

The ONA is currently interested in employing an Okanagan Nation Response Team (ONRT) Coordinator 3. Reporting to the Syilx Mental Health Lead this position will be instrumental to guide the development, management and delivery of the Okanagan Nation Response Team (ONRT) programming and response services. This includes the responsibility for coordination and providing ongoing support and training to the ONRT program and team ensuring the Syilx world view is instilled to uphold the Wellness Committee mandate, as it relates to the Wellness services.

Scope of Position:

This position will work with the Wellness Team as well as Okanagan Nation communities, community health and social development services, First Nations and other partners.

Key Duties and Responsibilities:

Supervisory Responsibilities

1. Participate department in program strategic planning, human resources, administrative, financial and operational management requirements ensuring embedded Syilx cultural ways.
2. Ensure the development, delivery and monitoring of work plans.
3. Ensure implementation of the contractual obligations are fulfilled.
4. Ensure accountable and timely delivery of quality planning process to the ONA communities.
5. Ensure engagement of community staff using multiple methods.
6. Create and complete required templates, briefing notes, and reports including; financial, human resources administrative, strategic and operational planning.
7. Complete and assist staff with project management.
8. Ensure staff development and mentorship.

Service Program Responsibilities

1. Implement and coordinate the Okanagan Nation Response Team as per program manual.
2. Ensuring successful delivery of the ONRT program as the lead staff on community responses.
3. Work with the Health and Social Development teams in each band community and assist to identify and enhance new and existing services.
4. Ensure safe, accountable and timely delivery of quality ONRT service planning and services to the ONA communities.
5. Engage community staff to inform service delivery planning.
6. Ensure the program manuals are up to date and implemented.
7. Provide intervention services as required.

Administrative Responsibilities

1. Implement and ensure assigned budget is expensed as allocated to meet contract deliverables.
2. Participate and assist in funding proposals.
3. Promote community awareness and understanding of ONA's mandate.
4. Participate in marketing and Communications activities.
5. Ensure all monthly, quarterly and annual reports are completed in a timely manner as required.
6. Ensure the program manuals are up to date and implemented.
7. Actively participate in Wellness Team meetings and assigned ONA events.
8. Ensure workplans are implemented and completed as required.
9. Other duties as discussed and agreed upon.

Qualifications and Competencies

The position will require the following qualifications, values and competencies.

Qualifications

Bachelors' Degree in Social Work or related discipline with a minimum of (3) three years recent related Mental Health experience or an equivalent combination of education, training and experience.

Knowledge, Skills and Abilities

1. Strong understanding and awareness of both Federal and Provincial Health and Social policy required.
2. Community development practice experience required.
3. Knowledge of best practices in delivery of social services to First Nation communities.
4. Some knowledge and abilities in strategic planning, human resources, finance and administration.
5. Knowledge and experience of Okanagan Nation band communities is essential.
6. Ability to create reports.
7. Excellent mediation and conflict resolution skills.
8. Demonstrated organizational, time management and presentation skills.
9. Ability to use Microsoft Office, project management and budgeting software tools.
10. Must have excellent interpersonal, communication and technical writing skills.
11. Demonstrated knowledge of the IRS legacy and impacts and effective methods for working with intergenerational trauma.

12. Experience in working with First Nation organizations.
13. Availability of a reliable vehicle and a valid BC Drivers' License.
14. Ability to work flexible work hours/willingness to work on evenings and weekend.
15. Current criminal record (vulnerable sector) check with the RCMP.

Competencies

1. Team Work
2. Reliability and Dependability
3. Flexibility and Adaptability
4. Organizing and Planning
5. Communication

Values – Respect, Honesty, Sharing, Trust and Unity

Hours of work: 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 or Fax: (250) 707-0166

COMPETITION OPEN UNTIL FILLED

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