



# 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

### Mental Wellbeing Program Developer (TERM position until June 30, 2024)

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.

#### Job Purpose

The Mental Wellbeing Program developer will be responsible for the development, monitoring progress of plan and liaising and reporting at senior levels regarding the development of a **syilx family wellness centre at Ashnola** as mandated through the CEC and Wellness Committee. This includes oversight, project management, development and research and development of service delivery models.

#### Key Responsibilities

##### Technical Programming Responsibilities

1. Provides project management to the planning and development of the syilx family wellness centre at Ashnola.
2. Undertakes service needs identification, assessment, and analysis.
3. Undertakes research, analysis and development related to wellness centre administration, delivery, services, and models.
4. Develops project, program, process and initiative documentation, work plans, funding and budgets utilizing standardized tools and templates as required.
5. Coordinate, lead and engage community, committees and working groups.
6. Ensures program curriculum is developed.
7. Coordinate community based planning team to ensure syilx driven approaches.
8. Liaise and plan with partners, including Central City Foundation, PHSA, FNHA and IH.

##### Administrative Responsibilities

1. Implement and ensure assigned budget is expensed as allocated to meet contract deliverables.
2. Develop implementation funding proposals.
3. Write reports, briefing notes, other technical documents related to the project.

4. Ensure all monthly, quarterly and annual reports are completed in a timely manner as required.

### **Qualifications and Competencies**

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

Degree in health policy, public policy, health systems management or other related field and (5) five years related work experience with policy, project, or program development or an equivalent combination of education and experience.

Experience working within First Nation wellness programs or projects is preferred.

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

- Strong knowledge of wellness management and related challenges facing First Nations.
- Excellent project management skills.
- Demonstrated experience and knowledge working with First Nations and Aboriginal culture, traditions and socio-economic issues affecting Off and On-Reserve Aboriginal families.
- Demonstrated experience in research and analysis.
- Demonstrated experience in effective community engagement processes and planning.
- Strong knowledge of various government policies and application.
- Strong skills in creating and maintaining partnerships within the Nation, and with government, industry or agencies regarding wellness.
- Ability to create reports.
- Excellent mediation and conflict resolution skills.
- Demonstrated organizational, time management and presentation skills.
- Ability to use Microsoft Office, project management and budgeting software tools.
- Must have excellent interpersonal, communication and technical writing skills.
- Demonstrated knowledge of the IRS legacy and impacts and effective methods for working with intergenerational trauma.
- Experience in working with First Nation organizations.
- Availability of a reliable vehicle and a valid BC Drivers' License.
- Ability to work flexible work hours/willingness to work on evenings and weekend.
- Current criminal record (vulnerable sector) check with the RCMP

**Hours of work: Fulltime, 37.5 hours per week. Located in West Kelowna.**

**Wage Grid: \$31.51-\$42.83 (depending on education, skills and experience)**

**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**