



JOIN ACFN TODAY!

Established Treaty since 1899 in
the heart of the Athabasca Delta!

EMPLOYMENT OPPORTUNITY

MANAGER, HEALTH AND WELLNESS

Staffing Process Number: ACFN-2024-011

The Athabasca Chipewyan First Nation is seeking to fill one (1) full-time temporary position of Manager, Health and Wellness (MHW) for a period of one (1) year, and with the possibility of an extension. This position consists of 5 days on, 2 days off; Monday to Friday, 7.5-hour days, and 37.5 hours per week. However, schedule and location may change from time to time to meet operational requirements. This position is local to **Fort Chipewyan, AB., or Fort McMurray, AB.,** and the successful candidates must have their own transportation and accommodations. Reporting to the Chief of Operation, the MHW is responsible to support innovation and improvement in Indigenous Health and to work towards health equity for Indigenous peoples and communities; address racism and focus more on determinants of health and prevention; advocacy, counselling, support, education and facilitation of traditional Indigenous wellness services to patients, families and health professionals; facilitates and provides education about respectful relationships and health care for Indigenous people.

GENERAL RESPONSIBILITIES

- Organizes and directs committees and working groups to plan, manage or evaluate health and social services projects and programs.
- Responsible for staying up to date with emerging trends, legislative changes, and global developments. Supports and encourages members independence and self-determination.
- Detail-oriented and creative thinkers who thrive in a fast-paced environment.
- Assists in the development and implementation of program and operational policies, including performance measurement and evaluation.
- Carries out short-term projects or are responsible for a component of a large project or initiatives.
- Provides information to support departmental, inter-departmental, inter-governmental committees, and working groups.
- Anticipate outcomes and potential impacts across interrelated areas and will factor into planning.
- Exercises ethical and professional judgment in determining the appropriate collection, use and disclosure of personal health information.
- Maintains up to date and accurate electronic documentation and internal records.
- Creates responsive, sensitive and consultative relationships that enable trust and wellness among peoples of very diverse world views and approaches to health.
- Provides a spirit of hospitality, spiritual and cultural support to diverse Indigenous people seeking tertiary health care services.

- Provides leadership and direction to planning, organizing, implementing, maintaining and evaluating culturally relevant, holistic and safe health and wellness programs and services.
- Responsible and accountable to the CEO, reporting on a regular basis; quarterly, semi-annually, and annually.
- Establish and maintain effective working relationships with representatives of professional societies and health agencies at the municipality, provincial, and federal level to ensure the compliance of ACFN health programs.
- Study and evaluate the public health needs of the community and make recommendations on the development of needed services and facilities.
- Briefs colleagues on internal and external emerging opportunities, issues, trends and learnings in your area of work.
- Provides support around a wide range of issues resulting from the legacy of the residential school system.
- Ensures former IRS Students receive counselling support services by referring them.
- Prepare and manage a budget.
- Contributes to planning and design and manages implementation of targeted wellness support programming.
- Improves health and social services system performance in cultural safety and cultural continuity in care.
- Manages service areas to ensure programs, include meaningful community participation and stewardship, are effective and sustainable, and reflect ACFN values.
- Provides operational oversight of the implementation of projects and programs, including but not limited to wellness supports campaigns, behaviour change and incentive programs, service delivery, and implementation of third-party funded projects.
- Understanding of promotion and prevention programs as they relate to wellness, wise practices, and the social determinants of health.
- Other duties, as required.

QUALIFICATIONS

- Bachelor's Degree in a Health, Social Sciences, Nursing or related field and/or significant experience in the delivery and coordination of health or social service programs or related programming or an equivalent combination of education (Grade 12), training and experience (5 years of social work or in related field).
- Experience in research, policy analysis and development.
- Experience working with internal and external stakeholders.
- Experience of your own personal healing journey.
- Experience in community development in health and wellness.
- Knowledge of colonial impacts on health outcomes for Indigenous peoples.
- Strong cross functional integration and project management experience.
- Strong knowledge of related policies, programs, acts, legislation, and regulations.
- Knowledge of the health service delivery; health care or business strategies; health legislation and regulation; problem solving, teamwork or consensus building; government goals and decision making process; and, public and stakeholder consultation.
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- Strong knowledge of related policies, programs, acts, legislations, and regulations specific to their work assignment.
- Knowledge of trauma-informed practice.
- Knowledge of traditional healing practices.
- Knowledge of the principles of harm reduction in a health care setting.
- Knowledge of Indigenous Cultural Safety.
- Police Information Check kept up to date (every 3 years).
- Child and Youth Intervention record kept up to date (every 3 years).
- Proficient computer skills; Microsoft Office (email, Excel, Word, PowerPoint).
- Strong verbal and written communication skills.
- Attention to detail, ability to multitask, and manage competing priorities.
- Excellent client service skills.
- Strong organizational skills.
- Reliable, proactive and solution oriented.
- Possess the training and guidance in the use of traditional Indigenous approaches to wellbeing.
- Ability to facilitate connection to traditional wellness practices.
- Ability to practice cultural awareness and sensitivity.
- Ability to work independently and as part of a health care team.
- Ability to work from a cross-program case planning perspective.
- Ability to work under the pressure of interruptions and adapt to changes.
- Ability to work in a respectful, non-biased client-centered manner, meeting community members where they are at in life.
- Ability to maintain confidentiality.
- Ability to work independently and collaborative as a team member.
- Ability to take a strength-based approach to working with clients and team.
- Ability to create a collaborative and respectful environment Valid Class 5 Drivers License, required.
- Willingness to work occasionally on evenings, weekends, and holiday, as required.
- Willingness to travel; and is a condition of employment.
- Willingness to sign a Confidentiality Agreement.
- Willingness to learn; and to work in a diverse team environment.

Salary will be dependent on experience and qualifications.

Interested candidates are invited to e-mail a covering letter and resume quoting:

Staffing Process Number: ACFN-2024-011, in confidence to HR@acfn.com.

Closing Date: Resumes will be accepted until a successful candidate is found.

Marsi chogh/Thank you to all who apply, however, only those selected for an interview will be contacted.

Employment Equity is a factor in the selection process. Applicants are requested to include in their covering letter or résumé if they self-identify and are a member of the following group: Indigenous people (ACFN, MCFN, FMFN, etc., status or non-status, Inuit or Métis). Preference may be given to Indigenous people.

