



Nawalakw Health and Wellness Manager

Start Date: Feb. 8, 2021 (negotiable)

Salary: \$60,000-\$70,000 (+ benefits)

Full-time: 37.5 hrs/wk

Term: 9 months to start, (extension dependant on funding)

Location: Alert Bay (preferred), mix of office and field work

Deadline to apply: Friday, Jan. 22, 2021

About Nawalakw

Our vision is to create land-based Kwak'wala language and Kwakwaka'wakw culture revitalization programs geared towards holistic healing. We are currently constructing a center for language and cultural revitalization on the shores of Hada River, remote access by boat or seaplane only. The centre is scheduled for completion by the Spring of 2021. The center will become the first place on earth where Kwak'wala will be spoken freely again and we hope our centre will spark a revival of language and culture revitalization throughout Kwakwaka'wakw territories. For more information, please visit our website: www.nawalakw.com and <https://www.facebook.com/NawalakwCultureProjectCovidRelief>

Position Summary

Nawalakw is excited to grow our team! In partnership with the Kwakiutl District Council (KDC) and First Nation Health Authority (FNHA), we are looking for a Health and Wellness Manager to join our team. This management role will research, design, and deliver holistic health and wellness programming for Kwakwaka'wakw of all ages - responsible for all aspects of multi-program development and delivery at Nawalakw Culture Camps. They will work closely with the Language Program Director and will oversee the coordination of the Culture Camp operations.

In addition to planning for and coordinating on-site health and wellness programs, and supervision of camp coordination, the work will also include: 1) Collaborating with partners including but not limited to: Kwakiutl District Council Health (KDC), First Nations Health Authority (FNHA), School District #85, and North Island region Band Schools, 2) Engaging with partners and communities to understand needs and cultural considerations, 3) Developing a stakeholder group, 4) Identifying and working respectfully with medicine people, elders, youth leaders, facilitators, healers, scholars/researchers, treatment centres, and other community healing programs, 5) Conducting baseline research into the effectiveness of pilot programs with post-secondary education partners.

Some travel will be required, including delivering programs at Hada. Relocation funding may be available for candidates who live outside of Northern Vancouver Island. Please inquire if needed.

Reports to: Nawalakw Executive Director

Direct Reports: Health and Wellness Coordinator



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TO APPLY

- Email complete application to K'odi Nelson, Executive Director at: admin@nawalakw.com
- Email subject line includes: "Nawalakw Health and Wellness Manager Application" and your last name,
- Cover letter (two pages maximum), introducing yourself, sharing why you are interested in working with Nawalakw, and how your qualifications meet the criteria,
- Resume/CV, clearly outlining your relevant skills, education, and experience,
- If selected for an interview, provide the names and contact of two references (interviews will take place in Alert Bay or via digital platform).

Qualifications

Education

- Certificate/Diploma or other credential or experience in Business Administration, preferred,
- Professional experience in a health-related field, or, five (5) years experience in health care, indigenous language & culture, community organization environment, coordinating projects, and administering programs. Grade 12 or higher education level plus five (5) years of recent, related experience, education or training may be considered.

Level of Experience

- Proficiently skilled in Microsoft Office, knowledge of Google Suite,
- Proficiently skilled in proposal writing, business communications and presentation skills,
- Experience with managing staff,
- Experience working in and coordinating programs in remote locations and First Nations communities is an asset,
- Previous professional experience in the health field,
- Advanced knowledge and training in anti-oppressive and trauma informed practices,
- Extensive knowledge of Kwakwaka'wakw culture, traditions, communities,

Hiring Requirements

- Valid BC Driver's Licence, and have access to a reliable vehicle,
- Ability to provide official copies of academic and certification records
- Agree to and clear a Vulnerable Sector Check.

Detailed job accountabilities, responsibilities and duties pages 3-5.



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Accountabilities

1. Effective communication with Language Program Director, senior staff, as well as supervision and administrative support in whatever way necessary to enhance the effectiveness of the Health and Wellness Coordinator and to ensure goals are achieved according to work plan and stakeholders' director.
2. Accurate and well-researched written drafts for review, letters, briefing notes, quarterly FNHA reports and the like.
3. Responsible and timely management of workload; asking for deadlines for delegated tasks and prioritizing according to urgency of work.
4. Professional representation of and helpful service delivery at all times.
5. Accurate and confidential handling of all correspondence and communication associated with the position, including outside organizations, and particularly the KDC Health Director's office.
6. Responsible, well-informed communication to key stakeholders, partner Nations, industry contacts and internal/external staff.
7. Working understanding of Nawalakw, KDC Health and the administrative procedures around proposal process, funding requirements, local budgets and reporting requirements.
8. Up-to-date knowledge of department activities, keeping Language Program Director, and Nawalakw leadership informed of issues and programs and notifying promptly when notable incidents occur.
9. Adherence to Personnel Policy and all work-related policies, and responsible submission of time & attendance, mileage and other required personnel paperwork.
10. Correct handling, as per confidentiality laws, of operational, client, financial and personnel record information including proper storage, archiving and purging of electronic and paper records.
11. Communicate to other workers as required. Ensure that new or revised practices to regulate this function and the practices are submitted to the Confidentiality and Security Committee for approval and subsequent inclusion in the policy manual.
12. Full attendance at staff meetings and other required meetings as directed and meaningful contribution to discussions.
13. Successful community presence based on a desire to understand and work within Kwakwaka'wakw culture, heritage, language and tradition.



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Responsibilities & Duties

1.0 Health Advocacy

- 1.1 Maintain an understanding of all federal and provincial health programs and services including First Nations Health Authority and Island Health. Refer clients and families to the appropriate resources and services, and assist them in overcoming any access barriers.
- 1.2 Attend Health Functions and seminars taking every opportunity to educate member nation communities on the support and advocacy services provided by KDC Health.

2.0 Administrative Duties

- 2.1 Follow through on a full range of administrative tasks including coordinating agendas, preparing meeting materials, communications, send out invitations for management and staff meetings and taking minutes.
- 2.2 Work with finance team and accounting services to create and manage health and wellness program budgets.
- 2.3 Gather necessary information and research to prepare reports and presentations.
- 2.4 Assist in hiring to meet health center needs and advise human resources team of; any changes to terms of employment for staff, new hire requests and any other personnel HR related matters.
- 2.5 Adherence to Personnel Policy and all work-related policies, and responsible submission of time & attendance, mileage and other required personnel paperwork.
- 2.6 Up-to-date knowledge of department activities, keeping Language Program Director, and the project informed of issues and programs and notifying promptly when notable incidents occur.
- 2.7 Prepare monthly/quarterly reports.

3.0 Records Management

- 3.1 Maintain electronic filing and binder systems for program statistics, documents, computer files.
- 3.2 Develop and maintain a well-organized filing system for electronic and paper information that permits easy reference and rapid retrieval of information.



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4.0 Relationship Management

- 4.1 Present the role and responsibilities of the Nawalakw Health and Wellness Manager in a way that promotes culture and traditions.
- 4.2 Maintain a positive relationship with member Nations, local urban First Nations and non-aboriginal community members that reflect mutual respect and understanding.
- 4.3 Maintain effective relationships with government officials, volunteers, community partners, other external contacts and clients.
- 4.4 Maintain an established working level network of contacts within FNHA, Island Health, aboriginal health agencies and with any other community organizations that will benefit the health and wellness programs.
- 4.5 Accompany, or attend the society at community functions or work-related events.
- 4.6 Keep a positive profile in the communities; promoting social determinants of health awareness, education and understanding of programs and services.
- 4.7 Recruit other organizations in the region to form collaborative partnerships, and spread information about Nawalakw health and wellness programs.

5.0 Professional Standards

- 5.1 Pursue excellence in execution of job duties, support of co-workers and service to the community.
- 5.2 Maintain job qualifications in accordance with professional standards of practice and as required by Nawalakw and KDC Health.

Nawalakw is strongly committed to creating a diverse workplace environment and welcome and encourage applications from the communities we serve.

We are proud to be an equal opportunity employer.

Nawalakw will provide accommodation during all steps of the hiring process, upon request, to applicants with disabilities. Please advise us if you need any accommodation.

Our sincere appreciation to all those expressing interest in the position, however, only those applicants invited for an interview will be contacted. Thank you for your interest!

The Nawalakw Culture Project is a project of MakeWay's Shared Platform. As such, the selected candidate will be an employee of MakeWay Charitable Society.

For more information about MakeWay, please visit:

<https://makeway.org/solutions/shared-platform/>