

Vuntut Gwitchin Government

- A. **Identification:** Manager, Health & Recreation Programs and Services
- Department:** Health & Social Programs
- Supervisor:** Executive Director
- Date:** March 2007
- Status:** Full-time
- Level:** 7
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B. **Job Summary:**

Reporting to the Executive Director, and working in a self-directed team with Manager, Social & Wellness Programs and Services, this position is responsible for managing the day to day activities and long term goals and work plans for delivering health and recreation programs and services to VGFN citizens living in Old Crow. This includes supervising home and community care, health education, and community recreation and fitness.

C. **Main Duties:**

Manages programs and services by:

- Ensuring policies and procedures are in place and followed
- Overseeing the development of work plans from strategic plans and goals
- Overseeing implementation and evaluation of plans, and making adjustments as necessary
- Monitoring that programs and services are conducted according to delivery plans, and third party agreements
- Ensuring that reports are submitted according to partnership agreements
- Liaising with other Vuntut Gwitchin Government departments, community members, professionals, First Nations, territorial and federal agencies, and partners
- Establishing and maintaining data collection systems, and analyzing statistical data
- Researching viable funding opportunities
- Writing and submitting proposals and applications
- Developing and maintaining contacts to assist in the promotion of healthy community living
- Maintaining an awareness of individual, community and national issues in the field of Health and Recreation Programming
- Attending and participating in a variety of meetings, conferences and negotiations
- Participating in the community interagency group and various committees
- Advising on VGFN legislation associated with health and recreation issues
- Assisting with critical incidents experienced by staff and clients
- Advising on the need for consultants/contractors and monitoring of consultants and contractors
- Identifying how services and programs can be integrated with other Vuntut Gwitchin Government departments and consulting with those departments.

Practices financial responsibility by:

- Assisting with development of annual department and project budgets
- Monitoring departmental expenditures and reporting financial state to supervisor
- Submitting project/third party claims as required
- Ensuring financial documents such as cheque requisitions, purchase orders and travel claims are processed

Hires and Supervises staff by:

- Assisting with interviewing and selection of new staff
- Establishing work priorities and making changes to workload as needed.
- Evaluating performance and identifying training needs
- Ensuring staff is adequately trained
- Encouraging professional development
- Assisting with problem solving and personnel issues
- Approving timesheets and leave requests.
- Monitoring compliance with Occupational Health and Safety Standards and reporting job injuries to the Human Resources Dept.

D. Job Knowledge and Skills:**Education:**

- Diploma or degree in one or more of the following: Health/Social Science, or humanities field, or comparable work experience and training
- Knowledge of Umbrella Final Agreement (UFA), Self Government Agreement (SGA) and First Nations Final Agreement (FNFA).
- Awareness of Yukon First Nation government systems.
- Knowledge of health and social issues and legislation affecting First Nation peoples both locally and nationally.
- Knowledge of federal and territorial funding programs for First Nations.
- Knowledge of project management.
- Knowledge of the principles and practices of health and social planning and management.

Management Skills:

- Ability to be a team player and work with people from various disciplines and cultures
- Ability to resolve conflicts and to problem solve
- Ability to prioritize and rank issues in relation to the overall goals of the VGFN.
- Time management and organizational skills.
- Ability to assume responsibility and meet deadlines.
- Ability to write reports and make presentations
- Ability to negotiate contracts
- Ability to forecast project costs and monitor expenditures
- Ability to supervise and coach staff
- Ability to multitask
- Ability to analyze community needs and develop policies and procedures to meet those needs

Specific Skills

- Ability to use email, MS Word and Excel
- Ability to create and manage information and database systems
- Ability to interpret legislations associated with Health and Recreation services
- Counseling, conflict resolution and/or mediation skills

Interpersonal Skills:

- Incumbent must be comfortable in a cross-cultural setting
- Incumbent must be comfortable living in a remote setting with extreme temperatures and light.
- Ability to communicate effectively and diplomatically, both verbally and in writing, with co-workers, Vuntut Gwitchin citizens, community residents, and with outside agencies, partners and business associates.

E. Decision Making:

The incumbent works independently and with initiative within established policies, procedures, objectives and priorities. Decision-making is required for developing procedures where none exist, setting work priorities, ensuring financial accountability with projects, planning projects and services, communicating with agencies and third-party partners, supervising staff, and determining which recommendations are forwarded to supervisor.

F. Impact/Accountability:

This position is accountable for decisions made in the course of work, in meeting deadlines, and in meeting identified goals. Proper management of Health and Recreation programs and services is critical to the well being of Vuntut Gwitchin citizens.

F. Key Personal Contacts and Nature of Contacts:

WHO	Purpose	Frequency
Supervisor	Information exchange, program planning, direction	Daily
Co-workers	Information exchange, program planning, giving direction, supervising	Daily
Inter-agency group	Update and network	Monthly
RCMP; nurses and other professionals	Providing advice, exchange of information, counselling and referrals	As needed
Federal and Territorial Governments	Exchange information, seeking advice, submitting proposals	As needed
First Nations	Exchange information, seeking advice, submitting proposals	As needed
Vuntut Gwitchin Citizens and general public	Consulting, information exchange, planning.	As needed

G. Positions Supervised:

Number of positions supervised directly: 4	Health Support Coordinator Home and Community Care Coordinator Community Recreation Coordinator Health and Fitness Project Teacher
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I. Working Conditions:

The majority of the work takes place in a normal office setting.

Spiritual:

- Being sensitive to and respectful of the spiritual beliefs of clients.

Physical:

- Approximately 70% of time using the computer
- Travel approx: 6 trips per year long distance

- Remote living conditions in extreme temperatures and light conditions

Mental:

- Regular need to meet deadlines (meetings, reports, ad hoc deadlines)
- Meet funding proposal deadlines and project reporting demands
- High requirement to determine and deliver best methods of dealing with client needs
- Multi tasking in a busy department
- Shifting priorities to respond to Vuntut Gwitchin government and community needs
- Program and service delivery affected at times by conditions due to isolation

Emotional:

- Supporting staff who work continually with clients who have problems and stress due to misuse of alcohol and drugs, physical and sexual abuse, poor parenting, and undeveloped personal life skills.
- High degree of the possibility of experiencing negative reactions from clients during and outside of work hours.
- Dealing regularly with community members who are under personal stress, or have varying social values, or who are not comfortable with or don't understand changes in the community.
- Living in a remote community with no road access, and limited services.

J: Conditions of Employment

- Criminal record check
- Driver's class 5 license would be an asset
- Willingness to work extra hours in order to meet deadlines

SIGNATURES:

<p>Supervisor:</p> <p>I have reviewed (with the incumbent, where applicable) the duties and responsibilities assigned to this position.</p> <hr/> <p>Supervisor</p> <hr/> <p>Date</p>	<p>Incumbent:</p> <p>I have read the foregoing position description and understand that it is a general description of the duties assigned to the position occupied by me.</p> <hr/> <p>Incumbent</p> <hr/> <p>Date</p>
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