

## Vuntut Gwitchin Government

- A. Position Title: Manager, Health & Recreation Programs
- Department: Health, Social & Recreation Department
- Supervisor: Director, Health, Social & Recreation Programs
- Date: August 2010
- Status: Full-time
- Level: 7
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B. Job Summary:

Reporting to the Health, Social & Recreation Director, this position is responsible for managing a variety of health and recreation programs and services and staff. This position manages the day-to-day activities, long term goals and work plans for health and recreation to VGFN citizens living in Old Crow This includes supervising the Home and Community Care Coordinator, Community Health Representative, and Community Recreation Coordinator and Recreation Assistant

C. Main Duties:

**Manages health and recreation programs and services by:**

- Responsible for the overall planning and delivery of Health initiatives in Prevention, Healthy Life Styles, Self Care, Health Safety, Environmental Health, Holistic Health. Health Determinants through the Life Span, Complimentary Health Therapies, Traditional Medicines and practices and the role of physical fitness in health.
- Responsible for the development and delivery of recreation programs
- Responsible for mobilization in health emergencies
- Mentoring, Coaching and direct training of staff
- In consultation with the Director determining training needs of staff
- Ensuring VGG policies and procedures are maintained, prepared, and adhered to in delivery of programs and services
- Participating in department and strategic planning initiatives; responsible for ensuring relevant program plans are implemented for health and recreation
- Attends briefings, if requested, with Chief and Council
- Liaising and maintaining contacts with other Vuntut Gwitchin Government departments, community members, professionals, First Nations, territorial and federal agencies, and partners to determine needs and desires of the community and prioritizing programs and activities to assist in the promotion of healthy, physical and recreation programming
- Researching, writing, preparing and submitting proposals and applications for third party funding.
- Monitoring programs and services are conducted according to delivery plans, and third party agreements.
- Establishing and maintaining data collection systems, analyzing statistical data and ensuring that reports are submitted according to partnership agreements
- Attending and participating in a variety of meetings, conferences and professional development
- 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 and evaluation of deliverables
- Ensuring the integration of health and recreation within the Health, Social and Recreation Department and other Vuntut Gwitchin Government departments
- Manages or conducts routine screening for hearing, vision, child development, hypertension, diabetes, tuberculosis etc. and referring clients to health Unit for further assessment.
- Acting for other managers in the department on a temporary basis and potentially for the Director of Health, Social and Recreation Department.
- Establishing and maintaining effective communications with health unit.
- Coordinating the delivery of all health related programs
- Stays current on health issues
- Monitoring delivery of services by YTG health staff
- Completing purchase orders and cheque requisitions as required
- Coaching Mentoring and direct training of staff
- Plans and Coordinates Health Forums
- Conducts or arranges for Preventative Workshops and Materials.
- Initiating emergency, fire safety measures, and safety practices as necessary.
- Administers or delegates the administration of routine tests such as water testing,

**Practices financial responsibility by:**

- Development of annual department and project budgets
- Monitoring departmental expenditures and reporting financial statements to supervisor
- Submitting project/third party claims as required
- Ensuring financial documents such as timesheets, leave forms, travel forms, cheque requisitions, purchase orders and travel claims are processed

**Hires and Supervises staff by:**

- Providing direction, guidance and supervision to staff
- Assisting with interviewing and selection of new staff
- Establishing work priorities and making changes to workload as needed.
- Evaluating performance and identifying training needs
- Encouraging professional development and are staff adequately trained
- Assisting with problem solving and personnel issues
- Approving timesheets, leave forms, travel forms, cheque requisitions, purchase orders and travel claims
- 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 recreation 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 recreation 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 draft, prepare, 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 plan, coordinate, and implement multi-faceted events and projects
- Ability to operate computer (Email, MS Word, Excel), telephone, fax, photocopier, and calculator
- 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.
- Ability to mediate and resolve conflict
- Ability to coordinate and facilitate program and services
- Ability to foster trust, acceptance and motivate.

E. Decision Making:

Objectives for this position are developed in conjunction with the Director of Health, Social and Recreation. The Manager of Health and Recreation is responsible for managing all aspects of programming and services. Day-to-day direction is provided by the Director of Health, Social and Recreation.

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:

<b>WHO</b>	<b>Purpose</b>	<b>Frequency</b>
Supervisor	Information exchange, discussing tasks, and receiving direction.	Daily
Co-workers	Information exchange, program planning, provide direction, guidance and supervising	Daily

Inter-agency group	Update and network	Monthly
RCMP; nurses and other professionals	Providing advice, exchange of information, and referrals	As needed
Federal and Territorial Governments	Exchange information, seeking advice, submitting proposals & reports	As needed
First Nations	Exchange information, seek advice, negotiate and submitting proposals	As needed
Vuntut Gwitchin Citizens and general public	Consulting, information exchange, and create awareness.	As needed

**G. Positions Supervised:**

Number of positions supervised directly: 3	Community Health Representative Home and Community Care Coordinator Community Recreation Coordinator
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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 traditional, cultural & spiritual beliefs of VGFN.

**Physical:**

- Approximately 30-50% 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.

**Psychological Hazards**

- The emotional labor and secondary traumatic stress documented in normal therapeutic work is aggravated by the multiple relationships that are inevitable with clients and community recourses in small isolated communities. There is stress from threats and verbal abuse by dissatisfied or involuntary clients, their families and political advocates, and stress from being unable to have a sense of belonging and support for ones work...

the position regularly exposes the incumbent to stress in working with clients in crisis, community politics, and the need to create supports where none exist and the limitation or absence of financial resources

**Physical Hazards**

- Alone in an isolated office , as well as on home visits, this position is at risk of abuse and assault by clients who may be involuntary and/or violent and/or disturbed and/or under the influence of alcohol and drugs.

J: Conditions of Employment

- Criminal record check
- Oath of Confidentiality
- Driver's class 5 license would be an asset
- Willingness to work extra hours in order to meet deadlines
- Ability to maintain a healthy lifestyle

**SIGNATURES:**

I approve this position description as being representative of the work required to be performed and that the responsibility levels identified have to delegated to this position.

\_\_\_\_\_  
Executive Council:

\_\_\_\_\_  
Date:

I have reviewed (with the incumbent, where applicable) the duties and responsibilities assigned to this position.

\_\_\_\_\_  
Supervisor:

\_\_\_\_\_  
Date:

I have reviewed the position description and understand that it is a general job description of the duties assigned to the position occupied by me.

\_\_\_\_\_  
Employee:

\_\_\_\_\_  
Date: