



FORT McMURRAY 468
FIRST NATION

EMPLOYMENT OPPORTUNITY

Community Wellness Manager

JOB OVERVIEW:

Reporting to the Director of Health & Wellness, the Wellness Manager is accountable for providing leadership and strategic direction to assigned staff and programs in the areas of Community Wellness. This position oversees the wellness department and ensures it is in alignment with Fort McMurray 468 First Nation strategic goals to enhance the quality of life for our members.

RESPONSIBILITIES:

- Oversees the Community Wellness program operations including the establishment of strategic and operational work plans, program goals, objectives, and supervision of all Wellness staff.
- Connect members with services and provide support through counselling and connecting individuals with medical, mental health, legal, government and community supports
- Provide direction to Community Wellness Support Workers working on members' concerns, and advocate on behalf of members
- Amends wellness department annual budgets and administers revenue and expenditures in accordance with the Finance Policy ensuring transparency and accountability
- Strong collaboration with other FM468FN departments acting as a resource where appropriate
- Recruits, trains, and supervises Wellness staff, setting and monitoring performance objectives
- Manage grant funding to support programming initiatives and prepare reports to Chief & Council
- Lead in developing community public relations and increase public awareness of FMFN468 Wellness activities
- Perform other duties as required

REQUIREMENTS:

- Bachelors Degree in Health, Counselling or Psychology. Equivalent combination of education, training and experience may be considered
- A minimum of 3-5 years of experience in group facilitation, program implementation, and counselling
- A criminal record (Vulnerable Sector) and Child intervention record check
- Class 5 Alberta driver's license and willing to upgrade to Class 4 during employment
- First Aid, ASSIST, Non-violent Crisis Intervention, and Naloxone training will be required to be taken and maintained throughout employment
- Strong base knowledge of community services within the RMWB and research skills to provide referrals for off-reserve members
- Strong documentation skills, in addition to Microsoft Office application knowledge
- Direct experience working with Indigenous communities including demonstrated cultural safety and knowledge of Indigenous customs/traditional practices

Interested candidates should submit their resume to hr@fmfn468.com or submit an application at <https://fmfn468.com.careers>.

FORT McMURRAY 468 FIRST NATION (FMFN468)

GOVERNANCE & ADMINISTRATION OFFICE: P.O. Box 6130, Fort McMurray, Alberta T9H 4W1

P: 780.334.2293 | F: 780.334.2457 | www.FMFN468.com